

NEW

# iPhone

## The Complete Manual

The independent handbook for iPhone users



For all  
iPhones



# Welcome to **iPhone**

## The Complete Manual

The iPhone is the most popular smartphone on the market. From making calls and sending texts, to browsing the web and downloading music, Apple's game-changing smartphone is both your ultimate business sidekick and complete source of entertainment. In this book, we take you through every step of using your iPhone and the new iOS 10, including how to set up your device, the gestures you'll need to know, and the apps that open up a world of possibilities. We even show you how to pair up your iPhone and Apple Watch. The iPhone Complete Manual really is the best way to discover everything your iPhone has to offer.







# iPhone

## The Complete Manual

### Future Publishing Ltd

Richmond House  
33 Richmond Hill  
Bournemouth  
Dorset BH2 6EZ  
☎ +44 (0) 1202 586200  
Website [www.futureplc.com](http://www.futureplc.com)

Creative Director **Aaron Asadi**  
Editorial Director **Ross Andrews**  
Editor In Chief **Jon White**  
Production Editor **Sanne de Boer**  
Senior Art Editor **Greg Whitaker**  
Assistant Designer **Claire Evison**

### Printed by

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**Chief executive** Zillah Byng-Thorne  
**Non-executive chairman** Peter Allen  
**Chief financial officer** Penny Ladkin-Brand

Tel +44 (0)1225 442 244

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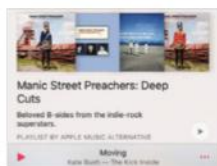
Take better notes than ever



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Pay directly from your iPhone



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- 88 Maps**  
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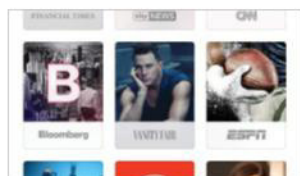
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Your intelligent  
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own film

# An introduction to iPhone

What makes the iPhone 7 and 7 Plus two of the best smartphones available? It's time to find out...

The original iPhone completely transformed the smartphone market. Its beautiful screen, versatility and fantastic built-in apps struck a chord with consumers and critics alike. It is built to run iOS (with plenty of updates available), the operating system also used in the equally as impressive iPad and iPod touch. So the general performance is as smooth as you could wish for. With finger-friendly icons and an environment that lets you get on with what you want to do, ease of use is apparent in every part of the software.

When you also consider the long battery life, exceptional build quality and near perfect screen, you start to realise that this is a smartphone built for anyone who wants to work and play anywhere. Thousands of apps are available to extend the experience and help you to get as much use as possible.







“The Mail app is able to let you preview Office documents when they are received”

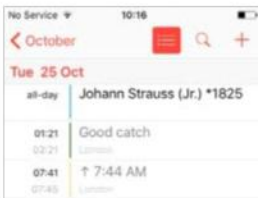


Fig 1 The simplistic Calendar app interface works very well for complex agenda management



Fig 2 The Clock app can deal with alarms, world times and instant timings, including a Timer and Stopwatch feature

### Get organised

The iPhone is packed full of useful functionality out of the box and the tools to get yourself organised are all included. First up is the Calendar app, which looks quite basic at first glance, but when you dig below the surface you start to realise that the simplistic interface is actually very useful when handling complex calendars (Fig 1). You can deal with more than one calendar at once and also accept invitations automatically.

The Reminders app lets you quickly add tasks that need to be done at a certain time and alerts will sound when required. You can even set Reminders to activate when you reach a particular location. The Clock app will wake you up with an alarm every day and also includes timers that can be used for time-dependent tasks (Fig 2). We shouldn't forget the Contacts app, which will help you to detail every person you need and to add lots of information for each one.

### Get work done

The iPhone is not just designed for fun and games; it can be utilised for work as well. The Mail app is able to let you preview Office documents when they are received and you can also use the well



The inclusion of iTunes takes your entertainment options to a whole new level

thought-out keyboard for writing things down using the Notes app. You can also utilise the Maps app to help you get to meetings and to plan ahead, so you know how much travelling time you can expect and what public transport will get you there.

As time has passed, the potential of the iPhone in the workplace has been realised and there are thousands of apps available to let you undertake specific tasks. However, for the basics and the general day-to-day work tasks that take up most of your time, the iPhone is able, from a software and hardware perspective, to help you get everything done that you need to.

## Enjoy yourself

The iPhone is perfect for keeping yourself and your family entertained anywhere. The Videos app lets you watch movies for hours at a time before a charge is needed, perfect for long distance flights. Plus, the sound quality is superb through headphones and even the external speaker. The Music app is also on hand to play all of your synced tunes, and the introduction of the Apple Music streaming service means you can listen to whatever you want when you want (Fig 3). The inclusion of iTunes (Fig 4) takes your

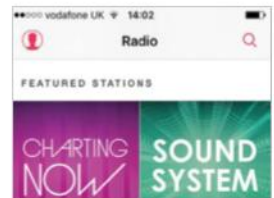


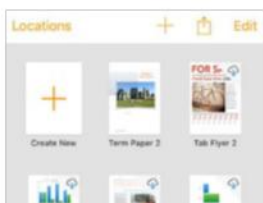
Fig 3 The Music app is now geared towards the Apple Music streaming service whereby you can listen to anything at any time



Fig 4 Music, films, audiobooks, TV shows – they are all available to buy through the iTunes app

## Introducing iPhone

### How the iPhone can improve your life



#### Productivity

The iWork suite of apps let you produce spreadsheets, presentations and documents easily, and the touch interface makes work fun.



#### Lifestyle

Whether you want to improve your photos, make beautiful music or create home videos, you can do it all in style on an iPhone using the iLife suite of apps.



#### Entertainment

The iBooks app lets you purchase and read eBooks (that look like paper titles) and you can also watch full-screen videos and play music whenever you want to.

## An introduction to iPhone



“There are situations where the iPhone is perfect for providing entertainment”

entertainment options to a whole new level. From music to movies and from TV shows to iBooks, everything you need is available to purchase and download straight to the iPhone. You can also create your own keepsakes using the camera or by transferring a photo collection to the iPhone for viewing whenever you want to remember a good time. There are many situations where the iPhone is perfect for providing entertainment.

### iOS 10's great features

The release of iOS 10 saw a wealth of tweaks and new features, designed to make managing your life easier. The app that benefitted the most from the update was Messages, with an



## iPhone accessories



### Lightning to 30-pin Adaptor

This adaptor will let you connect a huge range of accessories designed for previous generation iPhones to the latest versions, which will open up the number of accessories you can use

### Headphones

If you're looking to enjoy media on the move, it's worth investing in a quality pair of headphones. This will also ensure you don't annoy other people when on your commute!



### Camera lens

If you like taking pictures, then the iPhone's incredible camera will be one of the major selling points. Take things further by purchasing a clip-on lens, allowing you to zoom, apply effects and more



### Speakers

Your iPhone can act as the perfect music device, and part of this is sharing music with friends. A good speaker can help you be the life and soul of the party



### Battery pack

If you're a heavy user, you may find that your iPhone's regularly running out of battery power. Investing in a battery pack will give your iPhone an extra boost when it most needs it



### Wireless storage

There are a number of devices you can purchase that will allow you to upload files and images onto a portable device, freeing up space on your phone. You can also transfer data and stream media from your phone



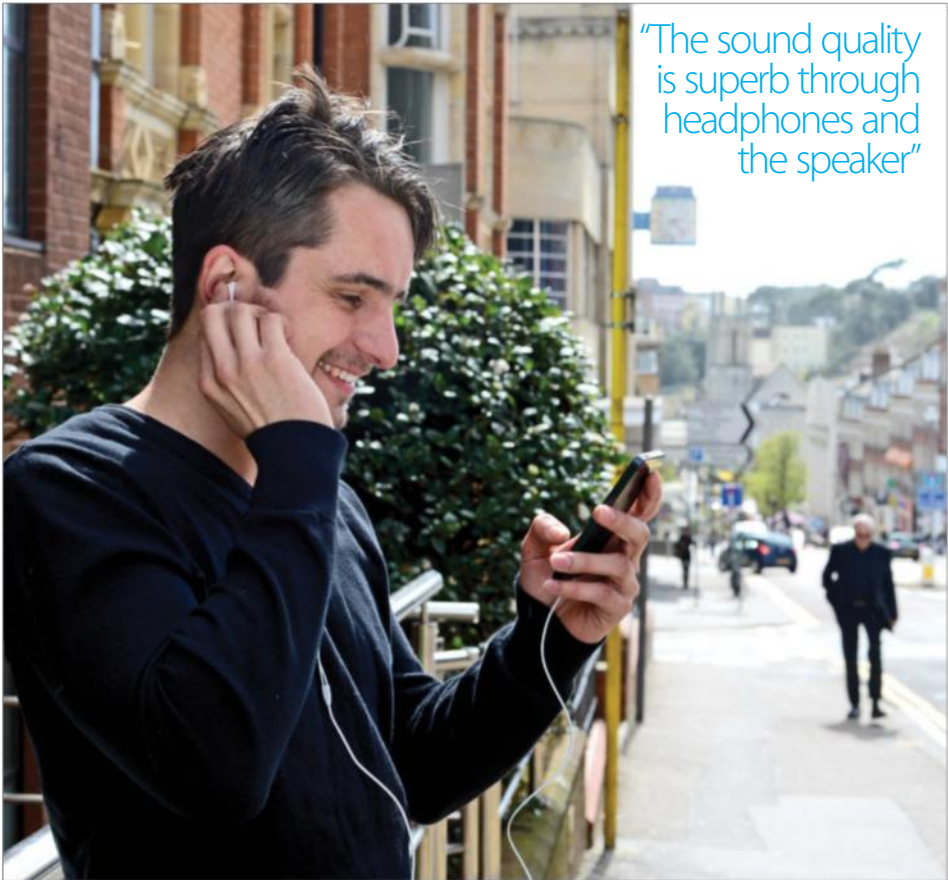


Fig 5 The Messages app has been heaped full of new features to allow you to express yourself in ever-more imaginative ways...

incredible array of new ways to express yourself, including animations, effects, hand-written messages and varied new sets of downloadable emoticons (Fig 5). Elsewhere, the Maps app was tweaked to include what's around you during your journeys (fuel stations and eateries for the hungry traveller, for example), the News app was completely redesigned and Siri has been given a mind-boost to include more apps and services, including third-party apps such as WhatsApp and Uber.

The iOS 10 update also brought a new app, Home, which allows you to link your iPhone to all of your Apple HomeKit household appliances and control them remotely.

## Top iPhone applications



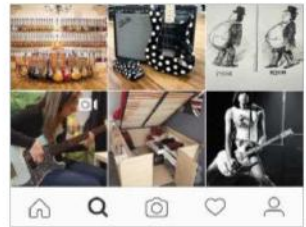
### Facebook

Stay in touch effortlessly with this app that is even integrated into the iOS to allow you to post from other apps.



### Sky+

A must if you are a Sky+ subscriber as it allows you to browse TV listings and set your box to record remotely.



### Instagram

A cool social network for photo fans. Take pics through this app and apply all manner of special FX on the fly.



### Twitter

Keep up to date with the millions of users that are creating trending topics and hashtags.



### Netflix

Stream a wide range of films and TV shows straight to your iPhone through this hugely entertaining app.



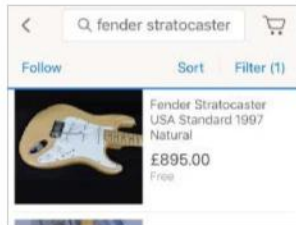
### TuneIn Radio

This free app lets you find any station from across the world and listen to any type of music whenever you want to.



### BBC iPlayer

Ensure that you never miss your favourite BBC programmes with this essential portable viewing platform.



### eBay

Browse, watch and track your purchases on the move with this handy mobile shopping app.



### YouTube

Available as a free download, YouTube is a rich source of visual entertainment and caters to all tastes.

"Siri has been given a mind-boost to include more apps and services, including third-party apps like WhatsApp"

# Set up your iPhone

We show you how to activate your iPhone for the first time and familiarise yourself with this wondrous device



## Set up your iPhone

**1 Turn your iPhone on** To turn on your iPhone for the first time, press and hold the On/Off button (the lozenge-shaped button on the top right of the phone) for about three seconds. If your iPhone is new or has been recently reset you should be greeted with the Apple logo, then after ten seconds or so, a plain screen with 'Hello' written on it (Fig 1).

**2 Resetting a pre-owned iPhone** If, when you turn your iPhone on via the On/Off button, you are taken straight to the Home Screen, then your iPhone is already activated. If you wish to reset the iPhone so you can set it up as new, go to the Settings app and scroll down to the Reset option and 'Erase All Contents And Settings'. You can then follow this tutorial to activate your iPhone as new.

**3 Slide to unlock** At the plain-looking iPhone screen (as shown in Fig 1), you need to slide your finger to the right across the arrow at the bottom to continue. At this screen the iPhone is locked (as shown by the padlock icon in the top-centre of the screen). You will need to perform the sliding motion every time you wish to wake the iPhone up, so get used to it!

**4 Waking up the iPhone** If at any point during the activation process the iPhone goes to 'sleep' (the screen goes blank), it's usually because it was left unattended. You can wake it up simply by pressing the Home button (the circular one at the bottom-centre of the iPhone's front) or tapping the On/Off button. You'll then have to unlock your iPhone as shown in Step 3.

**5 Select your language** Once you've unlocked your iPhone, you will see a short list of common languages to choose from. If the language that you'd like is not in this list, tap the downwards arrow. You will then be presented with a list of different languages (Fig 2). The language you choose here will be the language that your device is set to.

**6 Select your Country or Region** Now, similar to choosing your language, you will have a short list of countries/regions to choose from (Fig 3). If your country or region is not in the list, tap 'Show More...' and pick yours from there. This will determine the apps that are available in the App Store and the various media available from the iTunes app, as well as the correct currency.



Slide your finger along the slider at the bottom of the screen to unlock your iPhone

## Introducing iPhone



Fig 1, Turn on Fire up your iPhone



Fig 2, Select language Choose from the list



Fig 3, Select your region This affects apps



## Introducing iPhone

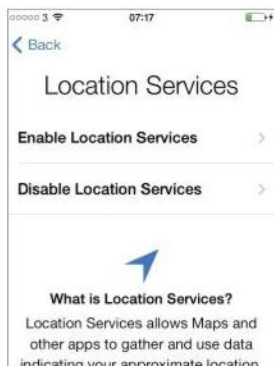


Fig 4, Location Services This is used by apps



Fig 5, Connect to Wi-Fi Scan for networks



Fig 6, Set Up iPhone Choose an option

## Set up your iPhone

**7 Location Services** The next part of the process is dedicated to your device's Location Services (Fig 4). This allows apps to gather and use data indicating your approximate location, which is incredibly useful if you ever lose your device. For a more detailed explanation on the service, tap 'What is Location Services?' towards the bottom of the screen. Tap 'Done' when you've finished.

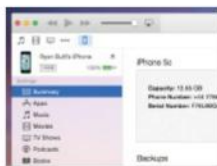
**8 Enable or Disable** You must either enable or disable the Location Services service by tapping on your chosen option – there is no option to skip the step. If you are still unsure of the purpose of this feature and need more information then don't worry; you can activate it later from the Settings app in the Home Screen. Tap 'Next' to continue the activation process.

**9 Connect to a Wi-Fi network** Your iPhone will be able to connect to the internet wirelessly via a Wi-Fi connection. If you have a Wi-Fi network set up in your house it will appear in the menu (Fig 5). Tap on it and you will need to enter your password using the on-screen keyboard. When you've entered the password, tap the Join button either on the keyboard or the dialog box.

**10 If you don't have a Wi-Fi connection...** If you can't access a Wi-Fi connection, but you do have a computer with iTunes installed, you can continue the activation by connecting your iPhone to the computer via the supplied USB cable and then choosing the 'Connect to iTunes' option beneath any other wireless networks the iPhone could pick up.

**11 Set Up iPhone** The next screen you'll see will present you with three options: Set Up as New iPhone, Restore from iCloud Backup, and Restore from iTunes Backup (Fig 6). You will most likely want to choose the first option, which requires no more than a tap of the 'Next' button in the top right to continue with the activation (Step 14). However, we will also look at the other choices...

**12 Restore from iCloud Backup** You should choose this option if you have an iCloud account that has a backup attached to it. Once you've chosen and tapped 'Next' you'll have to enter the Apple ID of the account that has the backup, and its password. You'll then be able to restore the iPhone from the backup. New iPhone owners won't use this.



You can also activate your iPhone via iTunes by connecting it to a computer via USB

## Set up your iPhone

- 13 Restore from iTunes Backup** If you choose this option you can restore your iPhone from a backup kept on your desktop computer in iTunes. Connect your iPhone to your computer via the USB cable and select the backup you want to use from iTunes. Note that you can also set the iPhone as a new one (as if you tapped the 'Set Up as New iPhone' button in Step 11) from here.
- 14 Apple ID** The Apple ID, which you create in the next step of the activation, is one of the most important things you will do during the process. A tap of the 'What is an Apple ID?' link at the bottom of the screen tells you why ownership of an Apple ID is essential. You will need one to download apps from the App Store, buy songs from iTunes and purchase books from iBooks.
- 15 Create an Apple ID** If you have yet to create an Apple ID, it's incredibly simple to do so, and you can do it from the comfort of your iPhone. Tap the Create a Free Apple ID button (Fig 7) and you'll have to enter your birthday (which will be used in case you forget your password), your name, and the email address that will eventually become your Apple ID.
- 16 Sign In with an Apple ID** Due to the exceptional success of Apple programs like iTunes, you may already have an Apple ID without so much as touching an iPhone, Mac, iPad, or iPod. If you have one, tap Sign In with an Apple ID and enter your ID and password. If you know you own one but can't remember the details, tap 'Forgot Apple ID or Password?' and you'll be able to retrieve it.
- 17 Read the Terms & Conditions** After signing in with either your brand new or existing Apple ID, you will be presented with a screen of Terms and Conditions that relate to all aspects of your iPhone and the services that you will be using, such as iCloud, Game Center and so on. If you wish to read them on a larger screen, you can email them to yourself by tapping the 'Send by Email' button.
- 18 All about iCloud** After 30 seconds or so, you will have the opportunity to set up one of the most revolutionary services Apple has created: iCloud – a fantastic cloud service that enable you to wirelessly keep your contacts, emails and calendars across multiple devices without you having to do anything. Tap 'What is iCloud' (Fig 9) to find out more about how it can benefit your life.



An Apple ID enables you to buy music, movies and books straight from the comfort of your iPhone

## Introducing iPhone

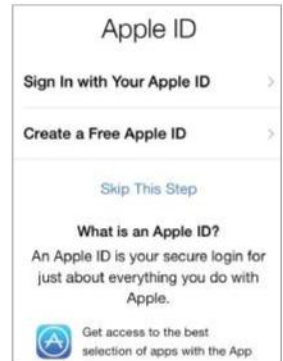


Fig 7, Apple ID You need one of these

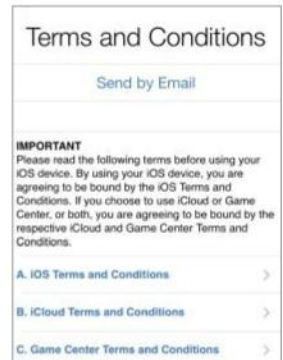


Fig 8, T&Cs You must agree to these

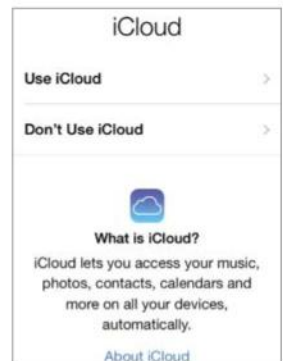


Fig 9, iCloud There to make your life easier

## Introducing iPhone

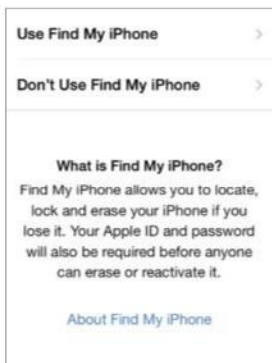


Fig 10, Find My iPhone Locate a lost device



Fig 11, Complete! Start using your iPhone

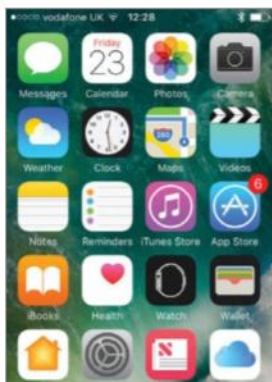


Fig 12, Home screen Have fun!

## Set up your iPhone

**19 Enable or disable iCloud** Tap the top option to enable iCloud – it's free (although there is the option to pay to increase your storage space, which you can do in Settings). If you choose not to enable it, you will miss the opportunity to set up Find My iPhone in the next step of the process. You can, however, enable it from the Settings app once you've completed the activation.

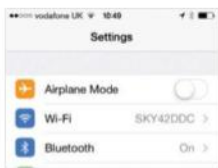
**20 The Find My iPhone service** If you misplace your iPhone then Find My iPhone will help you locate it on a map, play a sound or display a message. You can activate this service to sync the location of your device with your iCloud (Fig 10). If you lose your iPhone then you can access the service from an iPhone, iPod touch or computer by visiting [www.icloud.com](http://www.icloud.com).

**21 Diagnostics and Usage** The next screen deals with diagnostics and usage data. Basically, Apple likes to keep track of how its products are performing, so this screen allows you to send diagnostic data straight to Apple. If you wish to keep your information private, opt for 'Don't Send'. You can change your answer after activation from the Settings app, in the 'About' tab.

**22 Your last chance to restart** The diagnostics screen offers you one last chance to restart the activation process if you're not happy with the choices you've made. To restart the process, tap the Home button (the circular button at the bottom of the iPhone) once, and a menu should pop up. You will then find the option to restart the activation, where you can make the choices you want.

**23 Set up is complete!** Congratulations! You have now worked your way through the entire set-up process. A screen will confirm that the process is complete (Fig 11), so what are you waiting for? Tap on the 'Start Using iPhone' button to start using your iPhone! If you press the Home button now to restart the procedure, you will just be taken to the Home Screen instead.

**24 Start using your iPhone** You'll be presented with your Home screen (Fig 12), so start tapping on icons to launch apps and find your way around and experiment with the gestures needed to operate your new device. Tap the Settings app and you'll have access to countless options, including ones that can reset the choices you made during the activation process.



You can change most of the choices you made during activation in the Settings app



## The iPhone Home screen

### Time

You can change the format of the iPhone's clock in the Settings app

### Wi-Fi

This icon shows that you're connected to a network. See the icons below for more info

### The apps

The heart and soul of the iPhone. Tap on an icon to launch the app



### Battery

This little icon will tell you how much battery power you have left

### Wallpaper

Your iPhone's background is called the wallpaper. You can change it from the Settings app

### The Dock

Many people choose to place to their most-used apps here in the Dock

## Common iPhone icons



### Wi-Fi

This icon shows that your iPhone is successfully connected to the internet via a Wi-Fi network



### Lock

This tells you that your iPhone is locked. Slide your finger across the bottom of the screen to unlock it



### Screen orientation lock

If you've set your iPhone to stop switching from landscape to portrait, then you'll see this icon



### 3G

If you see this icon then you're connected to the web over a 3G network. Not all iPhones have this



### Do Not Disturb

If your iPhone is set to Do Not Disturb mode, this icon will appear in the top-middle of the screen



### Alarm

Set an Alarm in the Clock app and this icon will appear in the top right, telling you that your Alarm is active



### 4G

If you have a newer iPhone, you may have access to the internet over 4G; in which case, this icon will be displayed



### Battery

The icon in the top-right shows you how much power you have left. A lightning bolt will show it's charging



### Location Services

The Location Services icon will appear to tell you that your iPhone is determining your current location



### Airplane mode

If you put your iPhone in Airplane mode then you can't access the internet or Bluetooth. Look for this icon



### Activity

The Activity icon will show up when something is happening on your iPhone. Continue using it as normal



### Bluetooth

If you're paired with another device via Bluetooth, then this icon will show in the top-right-corner of the screen

# How to use your iPhone

Learn how you can navigate and control your smartphone



Using an iPhone is all about touch. There are very few hardware buttons included – aside from the Home button on the front, the On/Off button at the top and the volume and mute keys on the side – so it's amazing that the iPhone is capable of doing so much. As well as the basic tasks that you would expect it do – turn on and off, go on standby, etc – you can use its incredible Multi-Touch screen (and the new 3D Touch on the 6S) in combination with the buttons to multitask and arrange and manage your apps to your heart's content. Here are some of the basic actions you need to know about.

### Turn your iPhone off and on



**1 The power button** Hold down the On/Off button (at the top of the iPhone) for a couple of seconds to turn the iPhone on from a cold start. The 'Slide to Unlock' screen will appear quite quickly.



**2 Turn off** Hold the On/Off button for a few seconds when the iPhone's on.



**3 Slide to turn off** Slide the slider at the top to turn your iPhone off.

### Put your iPhone to sleep



**1 Don't hold it** Press the On/Off button as normal, but do not hold it down for too long.

**2 Standby mode** The screen will go blank and the iPhone is now in standby mode ready to start again.

## Charging your iPhone



**1 Use the kit** Plug the charger cable into the bottom of the iPhone.



**2 Plug it** Plug the cable into the AC adaptor that comes with the iPhone.



**3 USB** You can charge the iPhone by USB, but it's not the quickest.

## Multitasking



**1 Double-tap Home** No matter what app you are in or where you are, double-tap the Home button to bring up the multitasking bar. This displays all of the open apps and allows you to switch between them quickly and easily.



**2 Select apps** Slide your finger along the strip and tap on an app to load it.



**3 Close it** Simply swipe upwards on an app to instantly close it.

## Manage your apps



**1 The Home Screen** To navigate the Home Screen you will mostly use the swipe gesture to switch between multiple screens of icons. Simply swipe to the left or right. Press the Home button to return to the first screen.



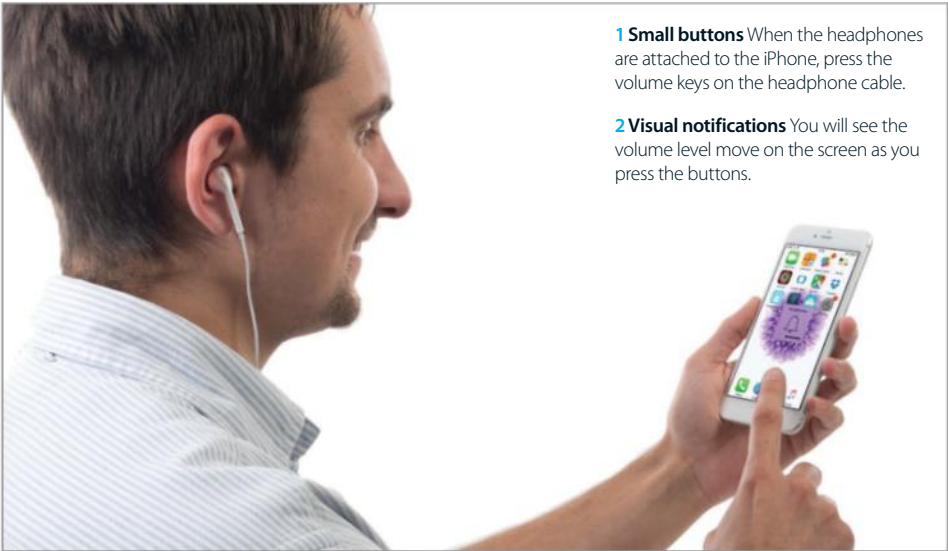
**2 Tap and drag** Tap and hold on an app and drag it around to move it.



**3 Folders** Drag one app over another to create an app folder.



### Change the volume with headphones



**1 Small buttons** When the headphones are attached to the iPhone, press the volume keys on the headphone cable.

**2 Visual notifications** You will see the volume level move on the screen as you press the buttons.

### Change the volume



**1 The standard way** In any app or in the Home Screen, you can simply press the volume key up or down to adjust the volume to your preference. This is the quickest way to adjust the sound levels.



**2 Via Control Centre** Swipe upwards to access your Control Centre.



**3 Volume bar** Now you can move the bar to your preferred volume.

## Muting



**1 The Mute button** Slide the small button above the volume keys until you see a red marker. This will mute the iPhone immediately, which is useful if you need to quickly stop any alerts or unwanted sounds from being heard.



**2 Use the keys** Hold the volume down button to mute.



**3 Control Centre** Swipe up and then move the slider all the way left.

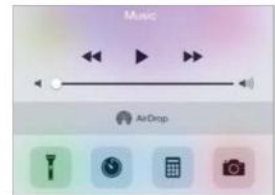
## Set the rotation lock



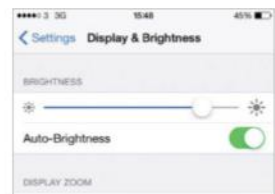
**1 Use Control Centre** Swipe upwards to access Control Centre and then tap the orientation button.

**2 Landscape as well** You can lock the rotation in both portrait and landscape modes.

## Set the brightness



**1 Control Centre** You can access brightness controls by swiping upwards.



**2 Open Settings** Select Wallpaper & Brightness and then move the slider there.



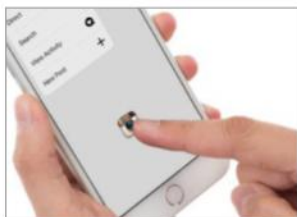
**Fig 1, Tap** You will need to tap to launch apps



**Fig 2, Scroll** Drag your finger to navigate around



**Fig 3, Home button** Reach the top of the screen



**Fig 4, 3D Touch** Press and hold your finger



**Fig 5, Pinch** Use this gesture to zoom out

# Hand gestures on your iPhone

Learn the many ways you can control your iPhone using the power of your fingers

**1 Tap** Tapping is the main way you will navigate your iPhone. To open an app, you must tap it from your Home screen, for example (Fig 1). You'll mainly be tapping the iPhone to select things like web links in Safari, songs in Music, or pictures in Photos. You'll also need to tap to type on the on-screen keyboard when it appears in numerous apps such as Mail, Messages, Reminders and Notes.

**2 Scroll & Swipe** Scrolling is when you drag your finger up or down the iPhone's screen (Fig 2), swiping is horizontal. Scrolling allows for you to run through information on the same screen, whilst swiping takes you from one screen to the next, or allows you to go to the next or previous page of a website or book. They are probably the most used of all the gestures!

**3 Home button swipe** If you have an iPhone 6 and onwards, with the finger print sensor, then you will be able to swipe your finger (or thumb) over the home button in order to bring the harder-to-reach top of the screen down far enough that you can reach the top of the screen without having to use a second hand. Handy, right? (Fig 3)

**4 Drag** Dragging is when you tap and hold your finger on the iPhone, then drag it anywhere else on the screen. It's essential when moving apps around on the Home screen. Tap and hold on an app until all other apps start wobbling. You can now drag it to its rightful place on the Home screen. It's rarely used in other native apps, but common in third-party games.

**5 3D Touch** Also referred to as 'Force Touch', this new addition to Apple's ever-widening array of gestures measures how much force you are applying to the iPhone 6s' touch-sensitive surface and acts accordingly (Fig 4). One example of this feature in effect comes in the form of Peek and Pop, where you lightly tap on an app to quickly preview something, like an email, a website, or a photo.

**6 Pinch and spread** Widely used among built-in and third-party apps to zoom out, the pinch is a useful gesture. To perform it, place two fingers on the screen and bring them together (Fig 5). The spread is the opposite gesture: rather than bringing two digits together, you spread them apart (annotated image). The effect is also the opposite, as rather than zooming out, you zoom in instead.



### Screen

With so many of the iPhone's features controlled via the screen, it's essential to master how best to use the touch-based controls

### Spread

By spreading your fingers apart, you'll be able to zoom in on the screen. The feature is useful in apps such as Maps and Photos

### Tapping

Tapping on the screen is likely to be the most common gesture you use on your iPhone

### Accessibility

If you're finding the gestures difficult to master, there are plenty of options in the Accessibility menu to make things easier

"Tapping is the main way you will navigate your iPhone"

# Applications

Your at-a-glance guide to what Apple's built-in iPhone apps and App Store products can do for you

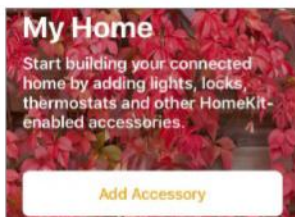


Fig 1, Home Control your house remotely



Fig 2, App Store Home to over 1 million apps



Fig 3, iTunes Your online entertainment store



Fig 4, Music It's easy to listen to tunes in Music



Fig 5, Safari Browse with tabs in Safari



**Home** A new addition with the iOS 10 update, this app lets you connect to all Apple HomeKit products in your home, such as lights and appliances, and control them all from your device.



**Settings** This is where you'll be able to change how your iPhone works. You can connect to Wi-Fi, passcode-protect your device, and update the software, among many other things – all from this app. See page 32.



**Phone** If you want to make calls on your iPhone then the Phone app allows you to access a keypad for inputting new numbers, browse your contacts database and much more. See page 44.



**Messages** As well as sending normal text messages, you can also take advantage of iMessage – a free messaging service that enables you to text users with other iOS devices for free. See page 48.



**Apple Watch** The Apple Watch app comes as standard on your phone with the iOS 8.3 update. Use it to pair your iPhone and Watch and also to customise your Watch's settings. See page 52.



**App Store** Although the built-in apps on your iPhone are fantastic and will benefit your life in many different ways, you can download and buy more apps from Apple's built-in App Store. See page 56.



**iTunes** Through this service you can download the hottest new albums and films, all from the comfort of your sofa. Just search for what you want, tap to buy and you'll have it in minutes. See page 60.



**Apple Music** Through this app you can listen to all of your purchased iTunes music, and pick from a library of millions of songs by using the Apple Music service. See page 62.



**Videos** All of the TV shows and movies that you've downloaded from iTunes, along with any that you've transferred from your computer, will be viewable through this simple but effective app. See page 66.



**Podcasts** With the Podcasts app you can search for and subscribe to a multitude of podcasts. There are thousands of video and audio podcasts available, catering to all tastes. See page 70.



**Safari** This app is the best way to browse the internet. Provided you're connected to Wi-Fi or 3G/4G, you can use Safari to surf the web with tabs, browse privately or add items to read offline. See page 72.



**Mail** Round-the-clock access to your email account is vital in today's world. The iPhone Mail app helps you achieve this with an easy setup process and an intuitive interface. See page 76.



**Calendar** If you need to organise your life, then check out the this app. It enables you to set up events, schedule appointments and basically take control of your day, week, month or even year! See page 80.



**Notes** The Notes app has been completely revamped for iOS 9, and now features more tools than ever, including checklists, folders and a bunch of drawing options. See page 84.



**Wallet** This is the place to store all your digital tickets and loyalty cards on your iPhone, and if you have an iPhone 6 or 6s you can also pay at shops wirelessly using Apple Pay. See page 86.



**Maps** This app will help you keep track of where you are in the world. It'll give you directions and show you how bad the traffic situation is, among many other things. See page 88.



**FaceTime** With your iPhone's high quality built-in cameras you can chat face-to-face with someone on another iOS device for free using a Wi-Fi connection. See page 94.



**Camera** It may surprise you, but your iPhone is capable of taking some very good pictures – especially the newer models. So use the exceptional built-in Camera app to your advantage. See page 96.



**Photos** Once you've taken your photos or videos, you'll need a place to view them. Luckily, the Photos app is the perfect place for you to marvel at your images, and even make edits to them. See page 100.



**News** The News app takes articles from tons of top publications and collates them in a beautifully designed and customisable feed, ready for you to read whenever. See page 104.



**iBooks** If you fancy reading some a bit more traditional on your iPhone, then check out iBooks and the iBookstore. Here there are thousands of ebooks, which can all be read the way you want. See page 108.



**Health** New with iOS 8 is the Health app. Keep a track of all of your essential health information including any allergies and your doctor's name. See page 110.



**Pages** This app turns your iPhone into an amazing mobile word processor. You can create documents on the go in style by downloading Pages from the App Store. See page 116.



**Keynote** Create individual and well-presented Keynotes from your device, ready for that all important presentation you have. Insert text and photos for a more professional finish. See page 120.



**GarageBand** By downloading this easy-to-master music-making app from the App Store, you can create multi-layered masterpieces with very little music knowledge. See page 122.



**iMovie** If you want to turn your iPhone movies into something special, then look no further. You can cut trailers, add special effects, and turn your family into the stars of professional-looking films. See page 124.



Fig 6, Notes Take better notes than ever



Fig 7, Photos Enhance and share your pictures



Fig 8, News Browse news stories



Fig 9, Health Your health info in one place



Fig 10, Pages Desktop publishing on iPhone



# Settings

We provide you with a guided tour around the nerve centre of your iPhone

## You'll use it to...

### Connect to the internet

Establish a Wi-Fi connection to your device

### Manage notifications

Determine how your iOS device alerts you to various things

### Personalise your iPhone

Change the wallpaper, accessibility of your device and much more

### Manage your iCloud

Connect to your cloud, and manage your storage and backup

### Enable restrictions

Passcode-protect your device and set age restrictions on apps

### Get social

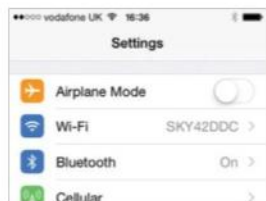
Log into your Twitter and Facebook accounts to integrate them into your apps

## Take control of your iDevice

The Settings app, which you can launch by tapping its icon on the Home screen, is where you can tailor the functionality of your iPhone to suit your needs, as well as personalise its appearance and services. In Settings, the categories are presented in a list – simply tap on a category to see the options that relate to it (Fig 1).

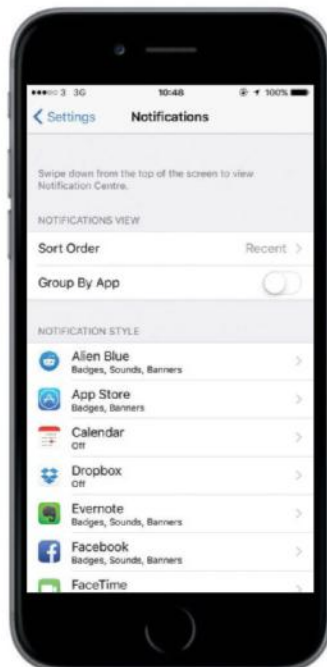
## Notification Centre

Your iPhone is constantly alerting you to new things – incoming emails, messages, Game Center friend requests and other assorted app alerts – and Notification Centre lets you keep track of them easily by accessing a handy drop-down panel. To access your Notification Centre, you swipe down from the top of the screen and all of your recent notifications will be displayed in a list. To tailor your Notification Centre to your own specific needs, launch the Settings app and then tap on the Notifications section from the main Settings list. The next screen presents a list of apps that are in your Notification Centre (and a list of those that are not, which you can add to the list). By tapping the Edit



**Fig 1 (above)** In the Settings app, the functions are listed in categories, tap on one to see the options

**Fig 2 (right)** Tap 'Edit' in your Notifications settings and press and hold on the list icon next to an app to change the order



button in the top-right corner you can move apps between lists and change the order of how the apps appear in your Notification Centre (Fig 2). To determine how your iPhone device receives alerts, tap on an app in the list and you can set the style of alert and also whether or not it will flash up on your Lock screen. For more on Notification Centre, head to page 38.



## iCloud

Apple's iCloud service is free to use and stores your music, photos, documents and more, and wirelessly sends them to all of your iOS devices without you having to manually transfer files.

This service has grown with the

previous release of iOS 9 and now several new features have been added. Family Sharing allows up to six family members to share purchases from iTunes and the App Store and also provides options to pay for your family's digital purchases from the same credit card and approve the purchases of your kids from your device. The Keychain feature lets you save all of your passwords and personal details in the cloud and use them on any device and iCloud Drive is a place where you can store all of your documents and files and not only access them on any device, but also pick files from one app to open in another app.

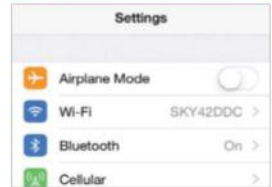
## Back up your iDevice

As you will have all sorts of important stuff on your iPhone, iCloud will provide peace of mind by automatically backing up your device daily over Wi-Fi when your device is connected to a power source. Once you plug it in, everything is backed up without you having to lift a finger. When you set up a new iPhone or need to restore



Manage your iCloud storage by tapping on the 'Storage' option in the iCloud Settings

## Connect to the internet via Wi-Fi



### 1 Go to Wi-Fi Settings

In Settings, tap on Wi-Fi and ensure that the slider is turned on.



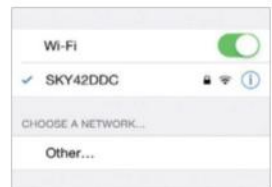
### 2 Choose network

Your device will scan for networks. Tap on a Wi-Fi network to select it.



### 3 Enter password

You'll be prompted to enter your password. Do so, then tap 'Join'.



### 4 Connected

A tick will indicate that you are connected to your network.



## The apps



**Fig 3** Ensure all of your essential data is backed up in the background by enabling the iCloud Backup option

## Settings

the information on one you already have, iCloud does all the heavy lifting for you. Just connect your device to Wi-Fi, enter your Apple ID, and then all your purchased music, TV shows, books and apps, will appear on your device. To activate this service, launch your Settings app and tap on the iCloud section. Next, tap on the Backup option in the list if iCloud services and ensure iCloud Backup is turned on. All of your data will be backed up when your iPhone is plugged in, locked and connected to Wi-Fi. You can also back it up immediately by tapping on the 'Back Up Now' option (Fig 3). While you are in the iCloud settings, also be sure to turn on the 'Keychain' option so that all of your credit card info and passwords are stored in the cloud.



### Family Sharing

You can set this up so that you can share apps between the family and pay for them all from one central device

### Available storage

Tap on the Storage & Backup option to review how much of your cloud you are using and buy more space, if necessary

### Your iCloud account

Your iCloud account is tied in with your iTunes account that you have set up on your device to purchase media and apps

### Compatible apps

All of the apps that incorporate iCloud will be presented in a list. Move the sliders to the On position to activate their respective iCloud features



Under the General Settings, tap on 'Software Update' to search for possible iOS updates

## Change the wallpaper

If you want to change the appearance of your iPhone then you can do so under the 'Wallpaper' option in Settings (the Display & Brightness settings have their own standalone section). To change the wallpaper, tap on the 'Choose a New Wallpaper' option and you will be presented with three sections to tap on. The first, called Dynamic, allows you to choose from a selection of pre-loaded animated wallpapers. The second option, Stills, provides a selection of still images that are already installed on your device and the third, called Photos, lets you fashion a background out of a photograph in your Photos app. Whichever option you choose, tap on your selection and it will be displayed full-screen. Now simply tap either the Set Lock screen or Set Home screen buttons to instantly set the image as your chosen backdrop on either your Lock screen or your Home screen. Alternatively, tap on the Set Both option to use the same image for both screens.

## Enable parental restrictions

As you have invested quite a significant sum of money in your iPhone, as well as the various apps and iTunes media content that

## Customise Spotlight



### 1 Go to Spotlight Search Settings

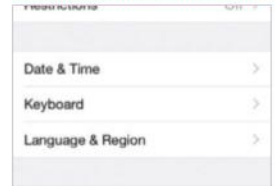
In General Settings, tap Spotlight Search and pick the search order.



### 2 Initiate a search

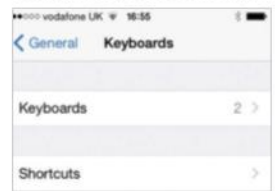
On your Home screen, swipe down to access the Spotlight Search feature.

## Set keyboard shortcuts



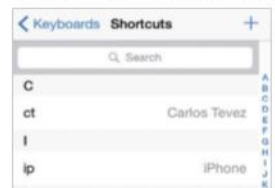
### 1 Access keyboard settings

In the Settings app, tap on General and then Keyboard.



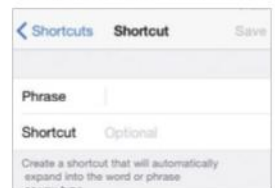
### 2 Enable shortcuts

Move the shortcut sliders to 'On' to enable the various features.



### 3 Adding shortcuts

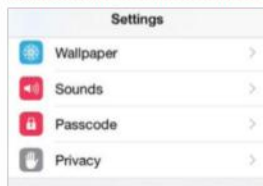
Tap on Shortcuts to start adding your own by tapping '+'.  
 Tap on Shortcuts to start adding your own by tapping '+'.



### 4 Creating shortcuts

Type in a word or phrase followed by the shortcut you wish to use.

### Set a passcode



#### 1 Tap Passcode

In the Settings app, tap on the new standalone Passcode option.



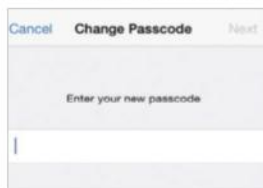
#### 2 Turn it on

Tap on the Turn Passcode On option at the top of the page.



#### 3 Enter a code

Enter and confirm a four to six-digit code to protect your device.



#### 4 Secure passcode

Turn off Simple Passcode to use your full keyboard for a code.

To prevent other users buying apps, change the Require Password option to 'Immediately'



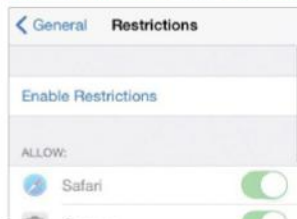
you have bought, you will naturally want to impose restrictions on who can access your material. Likewise, if your device is shared throughout the family then enabling restrictions will mean that inappropriate material cannot be accessed through the device and expensive apps can't be purchased by accident.

To start enabling restrictions, go to the General Settings section and then tap on Restrictions. By tapping on the Enable Restrictions option at the top of the page, you will first be required to enter a four-digit passcode. Do so and then move the sliders to the On position for the apps that may be accessed and then review the list of allowed content. To impose greater restrictions, go back to the General page and tap on Passcode Lock.

### Explore your Privacy settings

If you value your privacy then you may have already explored your iPhone's privacy settings and have things set up exactly how you want them. However, if you have only recently upgraded your iPhone's firmware to iOS 10 then new settings will come into play and your original settings may have been reset. Tap on the Privacy section and then tap on Location Services. This screen displays

### Impose restrictions



#### 1 Tap on Restrictions

In the General Settings page, tap on the Restrictions section.



#### 2 Enable restrictions

Tap on Enable Restrictions and then set a four to six-digit passcode.



the apps that you have permitted to track your location. Featured on this screen will be a list of the apps that have been granted permission to track your location (Fig 4). Consider if certain apps really need to know where you are or require location data to work properly and turn them off if you deduce they don't need it (this will help conserve your battery power too).

Also, back out to the main Privacy screen and scroll down to see two curious options – Diagnostics & Usage and Advertising. Diagnostics & Usage sends info on what you do on your iPhone to Apple to help improve services so do you want that enabled? Probably not. Now tap on the Advertising option and consider limiting the amount of usage information that is sent to Apple and its partners to gauge your position and tailor ads accordingly. Again, knowing what options you need and don't need to use can help ensure that your device's battery lasts noticeably longer.



**Fig 4** Tap on Location Services to view all of the apps that currently have access to your location. You can turn them off here

### App Refresh

Some apps are constantly working in the background, go here to see which ones and maybe disable some to save battery power

### Passcode Lock

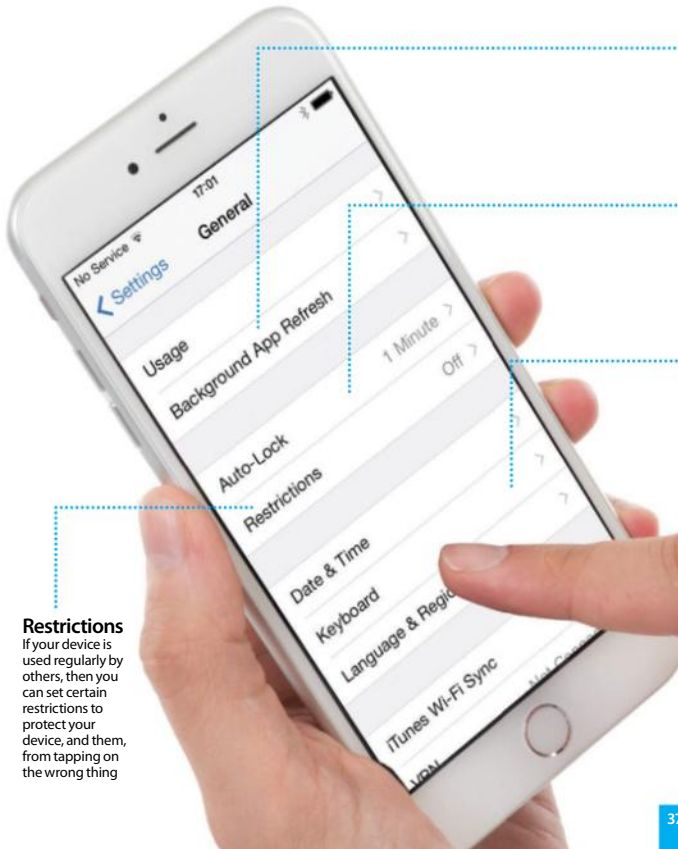
Activate this feature to protect your device from unwanted users. You can set a four to six-digit code or something more complicated

### Keyboard

You can set the keyboard up to be both easier to use and quicker to type by adjusting the various Keyboard settings

### Restrictions

If your device is used regularly by others, then you can set certain restrictions to protect your device, and them, from tapping on the wrong thing





# Notification Centre

## You'll use it to...

### View your calendar events

Calendar events, including a snapshot of tomorrow's schedule can be viewed via the Notification Centre

### Launch your calendar

Viewed events can be selected to launch the Calendar app

### View app alerts

Any apps that send notifications will be listed in the All section

### Launch apps

Similarly app alerts can be selected to launch the chosen app or function

### View missed calls

Any missed calls will be listed here

### Customise notifications

Go to Home>Settings to edit notifications



**Fig 1 (above)** The Notification Centre can be useful to display Calendar events or any notification alerts

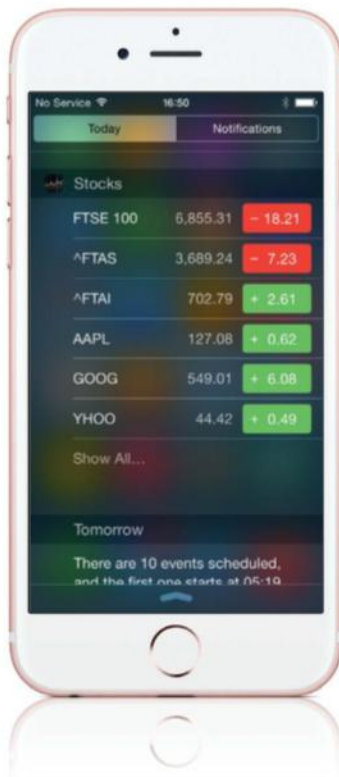
**Fig 2 (right)** The Notification Centre can be activated by swiping down from the top of the screen

## Stay up to date

The iPhone's Notification Centre, when configured properly, can be a very useful tool. It allows you to view your calendar events for the day and a brief snapshot of any scheduled events tomorrow. Additionally you can view any third-party app alerts such as a connect message in Twitter, or you can view any missed calls or text messages.

## View your notifications

By default you have several visual clues when notifications come in to your device. Usually you will get an audible ping followed by a snapshot of the alert at the top of your screen. Alternatively a further reminder will take the shape of a red circle in the upper corner of your app icon. This will usually indicate a new notification. You can then view a larger overview of the notifications by swiping down from the top of the screen (this can be initiated from any app and the Lock screen). The Notification



Centre has been streamlined slightly since the previous release of iOS 9 and now the notifications are split into two tabs instead of three. The first is Today, which showcases current calendar events, while the Notifications tab lists any third-party app notifications, alongside a brief description of the notification (you can tap the notification to launch the respective app).



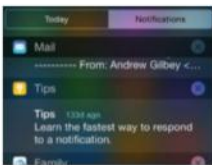
### Remove notifications

When dealing with newly installed third-party apps the app will always ask you if it can send push notifications to your device before you head fully into the app's interface. If you decline, this will of course stop you from getting any more alerts, but for the notifications that are still present, the Notification Centre makes life even easier to remove them. On your iPhone simply swipe down the Notification Centre and tap on the

'X' in the right-hand corner of each notification. The iOS 10 update also made it easier for you respond to notifications immediately. When a notification from Mail or Messages takes the form of a banner at the top of the screen, pull down on the handle and you will be able to respond without leaving the app you are in.

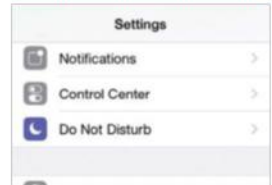
### Change Notification Centre settings

To adjust how notifications are handled, head to Home>Settings>Notification Centre. From here you can control the Lock screen settings, how calendar events will be displayed and how notifications will be sorted. Under the Include section you'll see the apps that currently support the Notification function and you can select these apps to disable them. Similarly, under the 'Do Not Include' section you can enable any apps.



Instead of tapping on the Notification tabs you can use a swipe motion to access the options

### Change alert styles



#### 1 Notification Centre settings

From the Home screen head to Settings>Notifications.



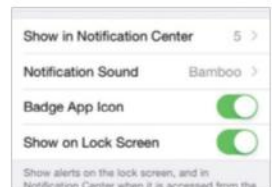
#### 2 Select the app

Select your app from under the Include section.



#### 3 Adjust alert style

At the top, choose a notification style for your alert.



#### 4 Adjust additional options

You can also adjust Badge App Icon and Sounds.



### You'll use it to...

#### Control brightness

Make your screen brighter or dimmer

#### Enable items

Toggle Wi-Fi, Bluetooth and Airplane Mode

#### Stop disturbances

Activate the Do Not Disturb function

#### Light the way

Turn on an iDevice's torch

#### Take a picture

Quickly activate the iDevice camera

#### Control your music

Play, pause and beam your tunes to other compatible devices

#### Control your home

Connect to your enabled in-house gadgets thanks to the Home app



**Fig 1 (above)** The Control Centre is neat and easily accessible

**Fig 2 (right)** Control your music instantly via the playback options

## Control Centre

# Control Centre

Seize control of your iOS device and make changes to your iPhone and surroundings in an instant

### Stay in control

With the release of iOS 10, Control Centre has changed. You can now swipe up to enable/disable certain features and access your torch, timer and calculator (Fig 1). You can also swipe left to access separate panels to control your music, your home and more.

### Control your music

When you start playing music on your iPhone, swipe up to access your Control Centre, then swipe left to access your music playback controls (Fig 2). Press the triangle 'Play' button and a song from your music collection will play instantly. You'll then see the name of the song and the artist being played. A slider below the name of the song lets you move back and forth within it. Use the forward and back buttons to skip tracks and the sound slider to increase or decrease the volume. Pressing 'Stop' kills the music, but if the screen goes into lock mode without turning the music off, it remains playing. If you tap the down arrow next to the 'iPhone' option, it remains playing. If you tap the down arrow next to the 'iPhone' option you can also send the song to other devices, such as Apple TV – ideal for when hosting parties.





## Share with AirDrop

AirDrop was introduced with iOS 7 and it lets you make yourself discoverable to contacts or to everyone within reach of your iOS device, depending on your preference.

AirDrop lets you see which

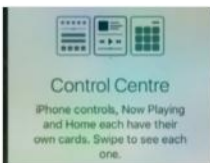
of your contacts are nearby and allows you to share content with them. Since the transfer is peer-to-peer, you don't need to be connected to a network, nor do you need to set it up. And if you worry about security, fear not. The data is encrypted to ensure privacy and so it can't be intercepted.

## One-touch controls

Being able to access some of the most essential functions makes life much easier on your iDevice. Straight away, for example, you can press the aeroplane icon to switch on Airplane Mode, ensuring you comply with flight regulations but still have access to data stored on your phone.

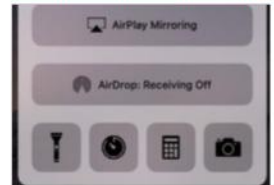
The same applies for other options, including Wi-Fi. A simple tap lets you turn Wi-Fi on and off, which will help save battery power when you're desperate. Bluetooth can also be enabled and disabled, while the moon icon lets you activate the Do Not Disturb function so that all phone calls will be directed straight to voicemail. You can also lock and unlock the screen rotation.

The torch icon turns on the flash of an iPhone to let you light the way. The timer lets you perform a countdown and also set up alarms and access Clock functions. Tapping calculator lets you work on some maths and the camera icon takes you straight to the camera function. It really is an exhaustive feature set.



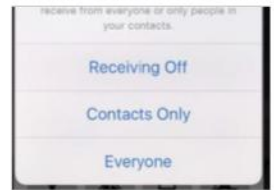
By setting up the Home app, you can use Control Centre to control your household devices

## Share with AirDrop



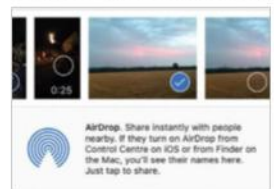
### 1 Tap AirDrop

Pull up the Control Centre and tap the AirDrop icon.



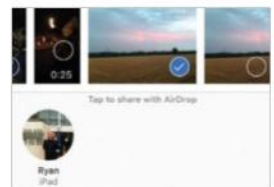
### 2 Select discoverability

Choose to be discoverable by Contacts Only or Everyone.



### 3 Share file

In an app with a Share function, tap Share and see who's around.



### 4 Send file

Tap on the person you want to share with to send the file.





# Contacts

With the Contacts app, you can access and edit your contact lists from personal, business and organisational accounts

## You'll use it to...

### Access Contacts

Maintain personal and business details

### Edit Contacts

Add and delete details

### Search Contacts

Access your contacts quickly

### Address emails quickly

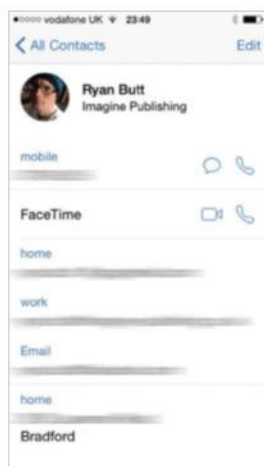
Open an email from the Contacts section

### Sync Contacts

Transfer Contacts to multiple devices

### Assign photos

Attach a photo to a contact for visual recognition of a person



**Fig 1 (above)** Use the Contacts information within other apps, adding efficiency and convenience

**Fig 2 (right)** To enter data on each template line, touch the line and enter data via the iPhone's floating keyboard

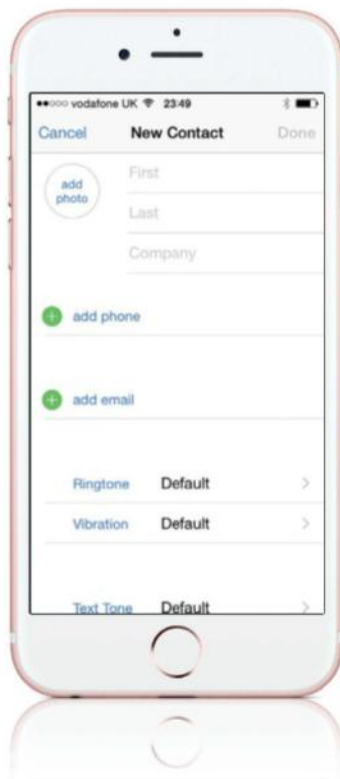
## Manage your contacts

Contacts allow you to not only access your friends and associates but you can edit them from a selection of personal and business accounts. You can also search for details within thanks to an easy search field and send emails by clicking on an address (Fig 1).

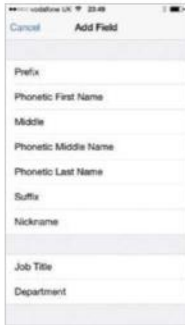
## Add, edit and delete contacts

To add a contact on your iPhone you need to tap the Contacts app icon, which will open the Contacts window. This displays a list of all of your current contacts, in alphabetical order, on the screen with letter-by-letter shortcuts on the right hand side.

To edit your contact database and add a new contact, tap the '+' button situated in the top right corner of the screen. A new screen will open up displaying an empty template which you can fill in via the pop-up keyboard present at the base of the screen (Fig 2). When you have completed the page, press Done to close the record and return to the index. To edit an existing record, press the Edit button situated in the top right of



the screen when on a contact's information page. This time, the completed template will be present with options to either change the text or delete entire lines of information using the swivelling red buttons that turn into delete buttons when touched.



### Add extra information to your contacts

When you access the edit screen for a contact, you are presented with a standard template array that asks you basic information. You can, however, add further information if you wish which is not readily observable from the basic edit page. To see it, you have to press the Add Field box, which can be found at the bottom of the edit page.

This will bring a new window displaying

a wide choice of extra fields, including Twitter and Facebook information, nickname, Instant Message information, birthday and related people. You can even add notes should you want to get really specific with how you know them. You really can cover every aspect of every person you know.

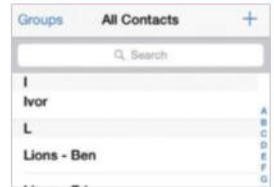
### Contacts & iCloud

Keep your contact details, including your mail contacts, up-to-date across all your devices (including a MacBook or other laptop, iMac or PC or iPad) with the iCloud storage facility. Contacts are stored in your iCloud account and pushed wirelessly to your other iOS devices and computers that are set up with the same iCloud account. To make sure that the iCloud and Contacts are working together, go to the Settings app on your iPhone and tap the iCloud section to access the various iCloud settings. Now just swipe the button next to the Contacts header to the On position.



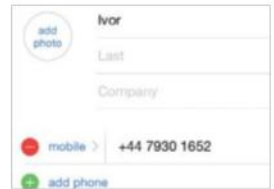
If your iCloud storage is insufficient to store your Contact information, you can purchase more

### Assign a photo to a particular contact



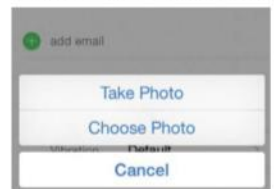
#### 1 Edit mode

Enter the Contacts app and tap on a new or current contact.



#### 2 Add a photo

Tap Edit in the top corner and then tap on 'add photo'.



#### 3 Take or choose

Via the menu, choose to either Take Photo or Choose Photo.



#### 4 Insert photo

Use the iPhone to take a photo or import from your photo archive.



# Phone

The Phone app does more than just make and receive calls

## You'll use it to...

### Make phone calls

Use the keypad to dial numbers

### Check for missed calls

Use the Recents list to find out who's been calling you

### Add contacts

Add new numbers to Contacts

### Edit contacts

Make changes to existing contacts

### Retrieve voicemails

Tap on Voicemail to check for spoken messages

### Add favourites

Your Favourites get through right away when your iPhone is in Do Not Disturb mode

## Make and receive calls

Just like an old-style mobile phone with a push-button keypad, the Phone app allows you to dial numbers from its software keypad (Fig 1), as well as use the # (hash) and \* (star) keys in tandem with automated switchboards.

## In-call options

If you make or receive a call, the Phone software presents you with a number of useful options (Fig 2). First off there's Mute. This lets you turn off the iPhone's microphone so the caller at the other end can't hear what you're saying, effectively putting the other caller on hold (works with iPhone 4 or later).

The Keypad option brings up a traditional-looking numeric keypad for those all-too-frequent occasions when you need tap in your selections when speaking with an automated switchboard.

Speaker routes the incoming audio through the iPhone's speaker – or, if you have one, a Bluetooth speaker or headset.

Contacts brings up the Contacts app, so you can refer to it quickly, which is handy when you need to pull up someone's number



**Fig 1 (above)** The Phone app will probably be the most immediately familiar item on your new iPhone



**Fig 2 (right)** Phone provides you with a wealth of options while you are making a phone call

quickly. To return to the call, simply tap the narrow green bar you'll see across the top of the iPhone's screen.

If the person you're calling has an iPhone 4 or later, tap the FaceTime button during a voice call to initiate a Skype-style video call. Finally, 'Add Call' will allow you to connect another person to your current call for a conference-style chat.



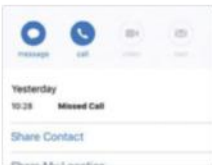
## View recent calls

Tap the 'Recents' icon at the bottom of the screen and you'll see a list of your most recent calls – incoming, outgoing and missed. Missed calls are listed in red, outgoing calls have a 'handset' icon (with a diagonal arrow pointing away from it) under the contact's name, next to information about the phone number, while incoming calls you've answered have basic information about the caller's name and number. From

this screen you can get more information by tapping the small 'i' icon and call people back without having to leave the screen. In iOS 10, you can also add the Phone app widget to your notifications to access your favourite contacts by swiping right from any screen. See the 'Set up iPhone widget' tutorial (overleaf) to learn more.

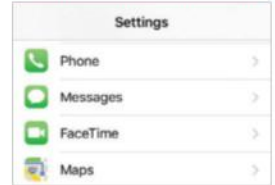
## Listen to your voicemail

If you have received a voicemail, you'll see an on-screen notification, with options either to close it or listen to the voicemail. If you closed the notification and now want to listen to the voicemail, tap the Phone app's icon, then the Voicemail icon in the bottom-right corner of the screen. With standard voicemail services, your iPhone will automatically dial your network's voicemail number, and you'll follow the spoken instructions from that point.



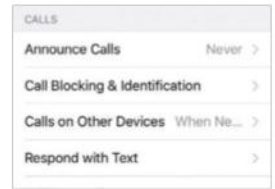
Tap on the 'i' icon on a Recents listing to view more information, add or amend a contact

## Set a reply message



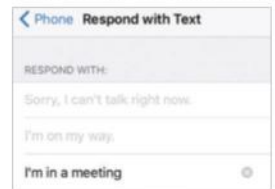
### 1 Launch Settings

To set a custom reply message, head to Settings>Phone.



### 2 Phone settings

Tap 'Respond with Text', then on one of the messages in the list.



### 3 Set your message

Replace the message with your own in the Settings app.

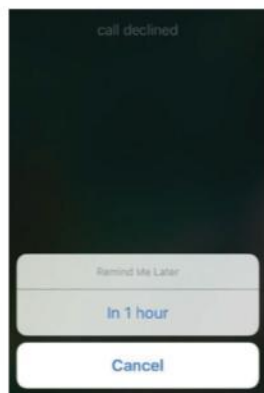


### 4 Respond with message

When the phone is ringing, tap Message.

### Set a reminder to call back

People don't always phone at convenient times. In fact, there are times when the only option – for the present – is to dismiss a call and phone them back later. However, how many times have you forgotten to make that important call because you've had so many other things happening around you? Well, fortunately for us, the Phone app works together with Reminders to make up for our shortcomings by reminding us to make that call. So when your iPhone starts to ring and you really can't take that call, just tap on the 'Remind Me' button. You'll then be presented with two reminder options: 'Remind Me Later' and 'In 1 hour' (Fig 3). These two options add an event to the Reminders app, and you'll be prompted to call back whenever you choose. It's a great way to



**Fig 3** The Phone app works together with Reminders so you remember to call people back

#### Do Not Disturb

If there's a 'moon' icon in the upper part of the display, this indicates that Do Not Disturb is active

#### \* and # keys

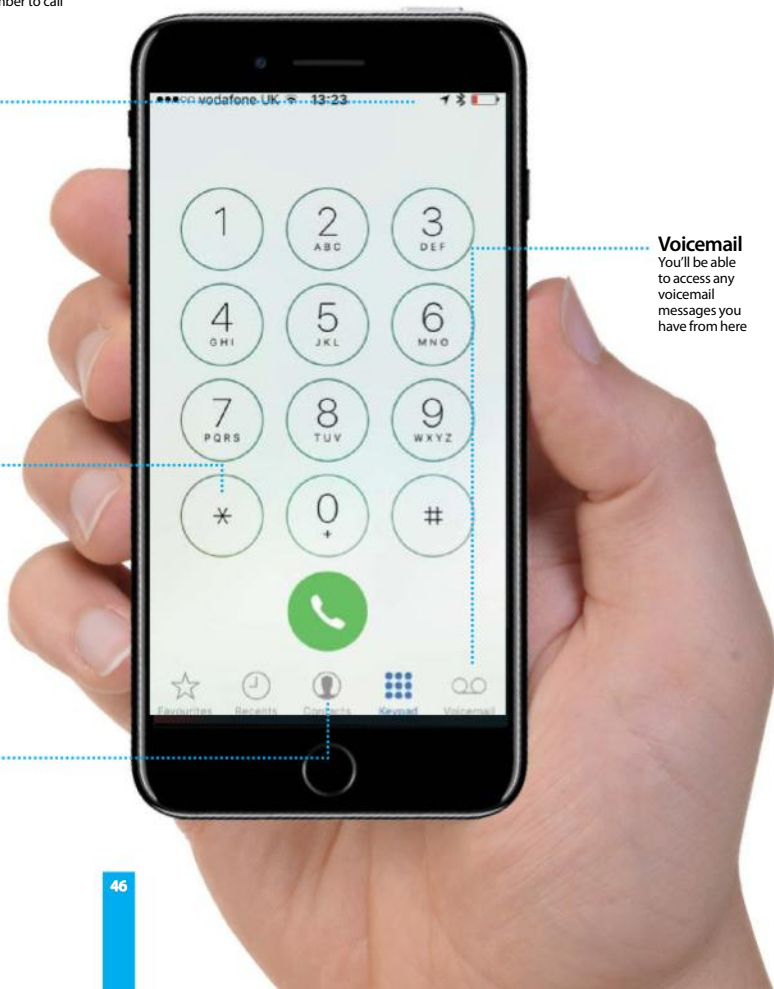
Use these with the number keys to choose options interacting with an automated switchboard

#### Add contact

Tap this button to create a contact from a dialled number or add the number to an existing contact

#### Voicemail

You'll be able to access any voicemail messages you have from here







Go to Reminders and tap on a call back reminder to call a contact directly from the reminder

ensure that you don't forget to call the person back if. If you've never set a location-based reminder before, you'll be asked for permission to use your location.

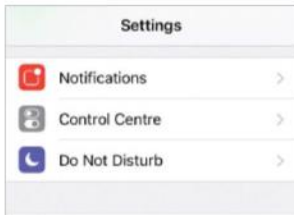
## Using Do Not Disturb

Ever forgotten to put your mobile on silent during the night, or forgotten to turn the sound back on in the morning and missed an important call? That's why Apple introduced a feature called Do Not Disturb into iOS 6 that has been honed to perfection in iOS 10.

Almost buried in Settings>Notifications, Do Not Disturb lets you silence calls, alerts and notifications (though not any alarms you've set in the Clock app) while your iPhone is locked. Better than that, you can schedule Do Not Disturb to operate only between certain times – during the night, for instance.

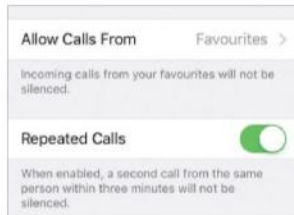
That's all very well, but what if there are some people whose calls you always want to take? In that case you have a number of choices: you can allow calls from contacts you've designated Favourites, from everyone, no one, your stored contacts or from a pre-defined group of contacts (you'll need to log in to [www.icloud.com](http://www.icloud.com) to create a contacts group).

## Allow Repeated Calls



### 1 Settings

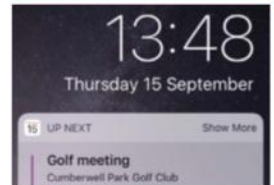
In Settings, head to Do Not Disturb, a little way down the list.



### 2 Enable

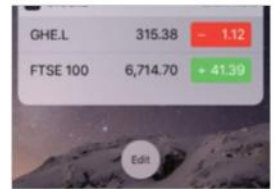
With Repeated Calls, if someone calls back within three minutes it will ring.

## Set up iPhone widget



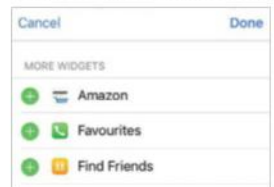
### 1 Access widgets

Swipe right from any screen to access your app widgets.



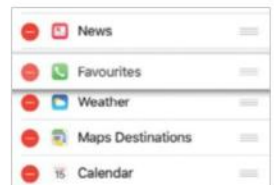
### 2 Edit widgets

Scroll down and then tap on the 'Edit' option at the bottom.



### 3 Add Favourites

Tap the '+' icon to add the Phone app 'Favourites' widget.



### 4 Place and done

Drag it into position by holding the line icon and then tap 'Done'.



## You'll use it to...

### Send text messages

Send unlimited text messages to other OS X and iOS devices over Wi-Fi, 3G or 4G

### Share photos

You can send photos via text message

### Share videos

Pass your videos on to others

### Add attachments

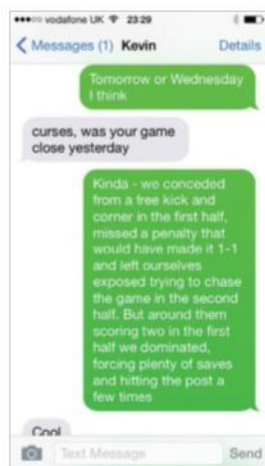
Any attached data can be texted

### Have conversations

Your texts can be grouped into a conversation template

### Chat with groups

You can send one message to a group of people



**Fig 1 (above)** The iPhone's beautiful screen lets you view your messages as a conversation

**Fig 2 (right)** Sending a message couldn't be easier. Simply tap the pencil and pad icon, enter a recipient and type in the text

## Messages

# Messages

Apple's texting app received some radical new features in iOS 10 – prepare to be amazed!

## Keep in touch with Messages

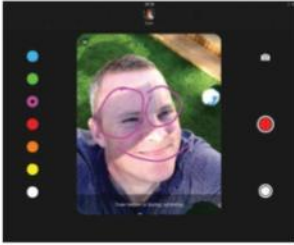
Messaging is one of the most popular activities within the mobile sphere. Using your Messages app, you can send texts to one or more people, along with a variety of data attachments, in a similar way to email (Fig 1).

## New iOS 10 features

The Messages app has probably had the most attention lavished upon it in iOS 10, with more animated and personalised ways to message people. For starters, the existing library of in-app emojis has been bolstered, which you can access by tapping on the smiley face icon in the lower-left corner of the keyboard. Interestingly, if you have predictive typing turned on, whenever you start to type a word with a corresponding emoji it will appear for selection in the QuickType bar above the keyboard. You can also tap on the squiggly line icon on the opposite side of the keyboard to handwritten messages to send (or tap on the clock icon to select a pre-drawn



message from the selection provided). Then there's Digital Touch (Fig 2), which presents a whole new and exciting way of sending messages. This feature can be accessed by tapping the heart icon.



### Master Digital Touch

This is the real highlight of the new Messages app as it allows you to express yourself in new and imaginative ways. In Digital Touch mode you can draw freely with your finger in a variety of colours, or you can

send a range of animations based on how you touch the screen. After selecting this option, tap the arrow in the lower-right corner to expand to full screen, then select a colour and let your fingers get to work. You can even tap on the camera icon to bring up a live video feed that you can draw and animate over the top of. The possibilities are endless!

### Share photos

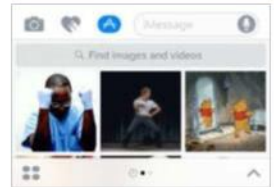
One of the highlights of the messaging system is the ability to transfer data along with your text. One of the data types that you can send is a photo or video you've taken previously. To send photos, tap on the camera icon when composing a new message and you will be presented with two options – a live camera feed and access to your Photo Library.

Using the live camera feed you can take a new photo in-app (tap on the small camera icon within the live feed to switch to the front-facing camera for selfies) and send it instantly. This is great for impromptu Kodak moments. Alternatively, you can effortlessly scroll through your picture library and select an existing image to send to your friends or family.



To share your location, tap on the 'i' icon next to the recipient and choose 'Share My Location'

### Get more emojis



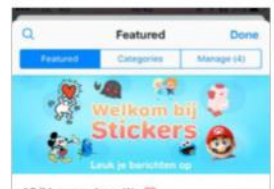
#### 1 Tap App Store icon

In a message, tap the App Store, then the icon in the bottom left.



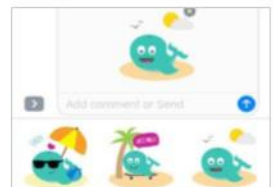
#### 2 Select Store

A selection of places will be displayed. Tap on 'Store'.



#### 3 Download apps

Browse and download new iMessage apps from the Store.



#### 4 Access new emojis

New emoji packs will be added to the Store section in Messages.

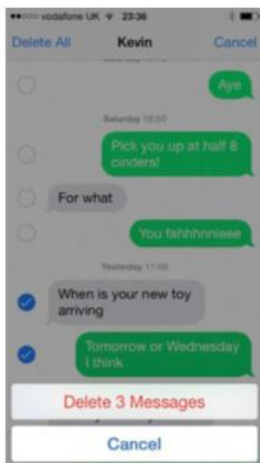
## The apps

## Messages

### Many more emojis

In iOS 10, Apple has refined one core staple; the Messages app service has been extended beyond the simple sending of text messages to include a whole new developer-ready platform. As such, third-party emojis can be incorporated into the app quickly and easily and used to express yourself in new and imaginative ways through your text messages. Finding and downloading new emojis is easy – it can all be done in-app.

Start by tapping the arrow icon to the left of the text field and this will display three new icons – a camera icon, a heart icon and an App Store icon. Tap on the latter and then choose the Store option. You will now be taken to the App Store (Fig 3) where you can purchase and download new sets of emojis that can be selected



**Fig 3** Messages lets you delete individual messages or entire threads

### Shop for more

Tap here to browse the App Store for more emojis to download and use

### Digital Touch

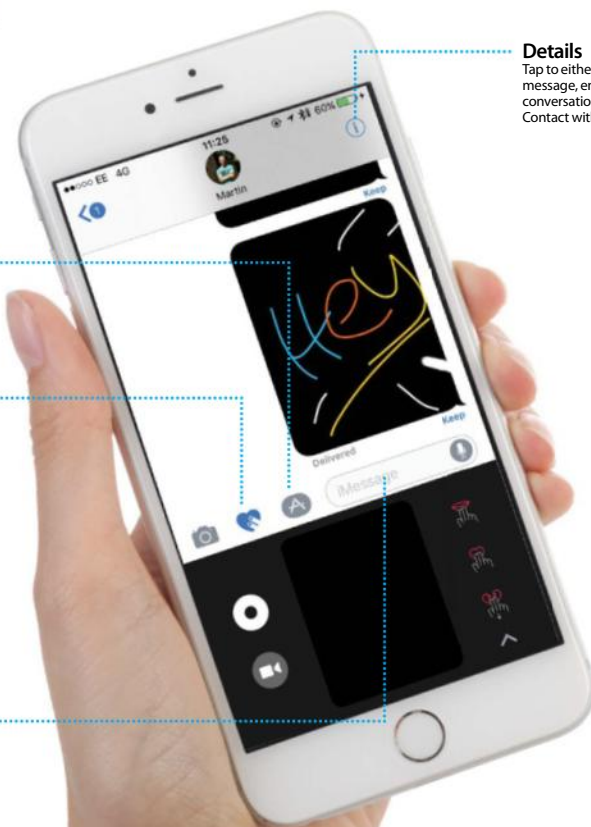
Tap here to draw and animate your messages for that optimum 'wow' factor you want!

### Write messages

You can tap this icon to handwrite your messages or choose a pre-written one

### Details

Tap to either send a message, enter a FaceTime conversation or Share a Contact with a recipient





You can send an audio message by pressing and holding on the mic icon to record. Release to send

from this section of the Messages app. Select a set of emojis to browse the contents and swipe left or right to go through the various categories (which also includes Music, Images and Recents). You can tap on the grid icon to view all of the sections in one screen for easy selection.

## Read/delivery receipts

We are all used to sending text messages to colleagues, friends and family and, when the text leaves our phone, we get on with our lives. There are times, however, when an important message is sent and you want to be sure that the other person knows you have read it. This may be because an important business decision relies on you taking action or maybe you simply want to communicate to a friend that their message has been received. You can turn on the 'Send Read Receipts' option to provide the sender with an indication that you have read their message. To do this, go to the Settings app and head to the Messages section. Tap Messages and, on the right, a new window will appear. Now look for the 'Send Read Receipts' option and turn it on. This only shows read receipts for the other person – they will have to turn theirs on for you to see the same.

## Handwrite a message



### 1 Tap the squiggly line icon

Turn your iPhone horizontal to enter handwriting, or tap the squiggly line.



### 2 Write and send

Using your finger, write on the designated area and tap Done.

## Using Tapback



### 1 Press and hold

Press and hold on a message that you have received.



### 2 Select a response

A floating menu of instant responses will appear. Tap one.



### 3 More options

Tap on 'More' to bring up extra options relating to the message.



### 4 Choose option

You can now choose to delete the message or reply directly.





# Apple Watch

Discover how to sync and customise your new smartwatch with your iPhone

## You'll use it to...

### Pair your devices

Sync your Apple Watch and iPhone over Wi-Fi and Bluetooth

### Learn more

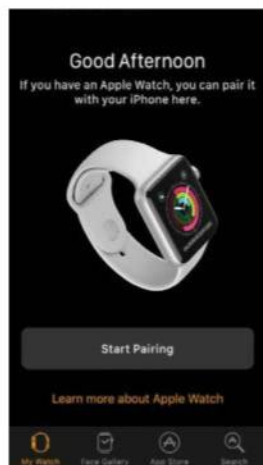
View Apple's Guided Tours videos in the Explore tab

### Download apps

Populate your Watch with apps designed for smartwatches

### Update software

Download and install the latest software updates for your Watch



**Fig 1 (above)** If you've got a new Apple Watch, head to Start Pairing to get synced

**Fig 2 (right)** You can tweak how you receive notifications on your Watch from your iPhone

## Watch of the future

Apple's first smartwatch is built to be glanced at. Settings wise, there isn't a great deal you can change directly on your Apple Watch. That's where your Apple Watch app comes in, providing you with all the tools you need to customise your new Watch. With the launch of watchOS 3, we are now seeing even more customisation options and improved functionality.

## Sync together

As always, Apple makes setting up your new device an easy process. After selecting the first options on your Watch, you'll be asked to use the Watch to pair your devices together. You can do this manually, but it's easier to use the onscreen viewfinder and align your Watch with that. Set your Watch up as a new device and choose which wrist you'll be wearing your Watch on. Enter your Apple ID and password and choose whether to enable features from the many option screens that follow, such as Location Services.

## My Watch

Now you're all set-up and ready to use Apple Watch.



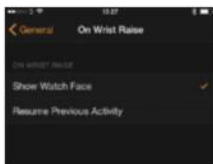


Of course, it will work perfectly as it is, but as Apple has said time and time again, the Watch is its most personal device yet. That means there are a multitude of customisation options for you make. The place to go to is your iPhone's Apple Watch app and the My Watch tab. This menu contains every setting that you can tweak. Your changes are mirrored straight away thanks to the connection you've already created between your iPhone and Apple Watch. Changing

the App Layout screen on your Watch is a great example. Because the Watch screen is so small, it can be hard to hold and drag your icons around, but dragging and dropping in the My Watch's App Layout screen is simple. Settings like Airplane Mode and Do Not Disturb can be set to mirror your iPhone. Click the setting on/off on your iPhone and it'll do the same on your Watch. The General menu provides you with the ability to update your software, choose whether you want apps to automatically download and a wide range of Accessibility options. Each app on the Watch has a menu too.

## Notifications

You'll soon realise that the Notifications menu in My Watch is a must visit. Your Apple Watch will alert you to so many notifications that it makes sense to tailor this experience to your taste or to suit your current situation (ie if you're at work). Third-party apps simply mirror iPhone notifications (so you can just turn them off if you want), but all the built-in apps have more options. Mail, for example, will give you the option to only receive alerts from those in your VIPs contact list, while in Activity there are various notifications to toggle on and off, such as Progress Updates and Achievements.



In the General menu you can select what appears on your Watch face when you raise your wrist

## Sync with Apple Watch



### 1 Align

Select Start Pairing and align the Watch with the viewfinder.



### 2 Apple ID

Select Set Up as New Apple Watch and enter your Apple ID.



### 3 Passcode

Select the options to you wish activate. Create a Passcode too.



### 4 Apps

Choose whether you want to install all your compatible apps.

## The apps

## Apple Watch

### Face Gallery

One of the most enjoyable aspects of owning an Apple Watch is the option to change the face to reflect your style, your mood, or just for the hell of it. By tapping on the Face Gallery section within the iPhone app you will be able to see all of the new faces that have been added with watchOS3 and download new faces to assign to the watch, which you also do in-app. Tap on any face within the Face Gallery section and you will be able to 'add' it to your collection, change colours displayed on the face – such as the hands and the background colours and add 'complications' to the face. These include calendar and mail notifications, activity, heart rate and much more. If you want to put your own unique stamp on your watch then this is where you do it. By investing a little time and

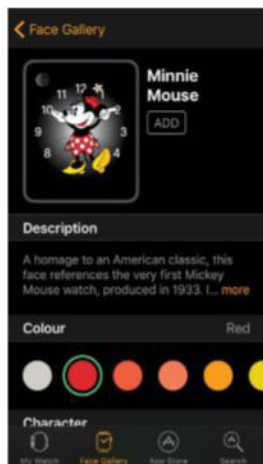


Fig 3 Hit the Face Gallery tab to customise the appearance of your watch...

### Apple Watch

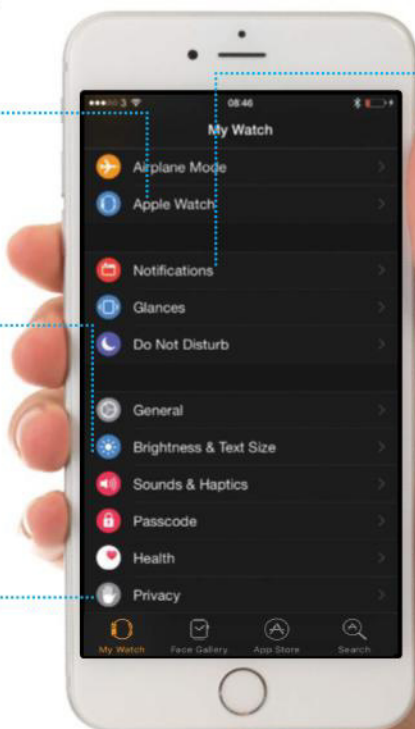
A small menu that tells you which Apple Watch you have paired with your iPhone and an option to Unpair it if needs be

### Brightness & Text Size

From this menu you can turn the Watch screen's brightness up and change the Text Size if you're struggling with the small screen

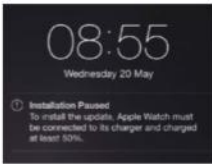
### Privacy

Under Privacy's Motion & Fitness option you can turn on and off the Heart rate sensor and any tracking features



### Notifications

Apple Watch loves notifications, but you don't necessarily want them displayed for all apps – select which ones from here



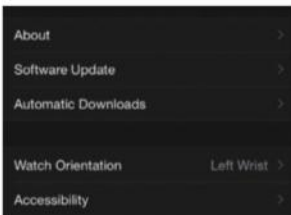
To update software your Watch needs to be connected to its charger and charged at least 50%

effort into the appearance of your device you will get a face that is unique to you.

## App Store

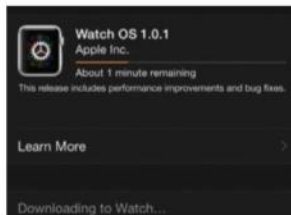
When you first synced your Watch and iPhone you were given the option to download all your compatible apps to your Watch. Even if you did that, the amount of apps might not have been great. That's because app development for Apple Watch is still in early stages. Luckily, the Apple Watch contains its own dedicated App Store, populated with apps that come with their own smartwatch variant, and accessible via the tab at the bottom. The App Store looks almost identical to the normal iOS version, so there is no learning curve. The Get Started carousel at the top contains apps that come recommended by Apple as essential downloads, while the rest of the Store is broken down into sections, such as Healthy Living or Stay Informed. Downloading an app is exactly the same process as always; from the app's page, hit Get>Install. There is no category selection drop-down, but there are options to Redeem a gift voucher and send a gift. It also shows you which Apple ID you're logged into.

## Software updates



### 1 General

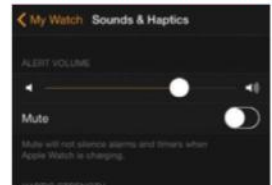
Apple rolls out plenty of software updates. Check at General>Software.



### 2 Download

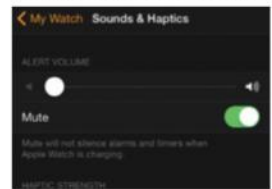
Your phone will ask you to download and install when it finds one.

## Sounds & Haptics



### 1 Alert Volume

Change Alert Volume for your Watch by sliding left and right.



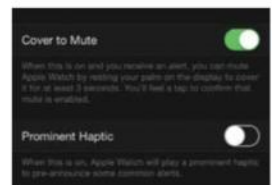
### 2 Mute

Simply mute all sound alerts by flicking the Mute switch to green.



### 3 Haptic Strength

Like getting haptic feedback? Slide the Strength slider right.



### 4 Gestures

Enable Cover to Mute to mute an alert with just your palm.



### You'll use it to...

#### Discover apps

Clearly defined sections help you find and discover exciting new apps

#### Search for apps

If you know the name of an app, enter it in the search field and you'll find it in seconds

#### Purchase apps

Buy and download apps to your device

#### Gift apps

Send an app to someone special

#### Review apps

Give a little customer feedback

#### Get recommendations

Use the Near Me feature to see what apps are popular around you

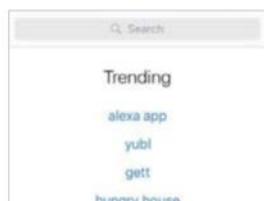


Fig 2 (above) Start typing keywords into the search engine to find what you want

Fig 1 (right) The storefront is brimming with attractive offers and sections

# App Store

Your gateway to a rich source of apps via the intuitive App Store – a bustling marketplace that is always open for business

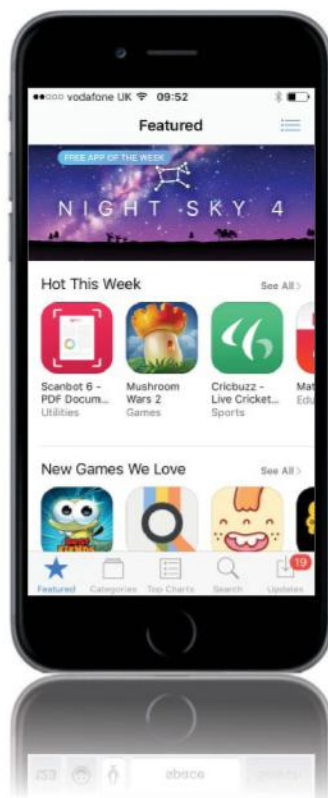
### Shop for apps

The App Store will be one your most-used apps because it is here that you purchase and download content for your iPhone (Fig 1). Thankfully, it is a very user-friendly environment where you can discover what's hot and make informed purchases in seconds.

### Search the App Store

Considering that the shelves of the App Store have swelled to over a million, with many of those specifically for iPhone, being able to find what you need quickly is of the ultimate importance – so it's just as well that there is an intuitive search engine on hand to help.

If you know the name of the app you're looking for then enter it into the Search field (Fig 2). As you type the letters, matches will instantly start being made with what you're typing. If you see what you want in the list of suggestions, then just tap on it to instantly go to that page. If you're not sure of what you're looking for, then there are plenty of handy pointers to steer you in the right





direction. The 'Featured' section is a good starting point as it showcases all of the latest eye-catching apps of significance. When you access the Search feature though, a whole list of trending searches will be presented so you can instantly see what's hot.



## Browse the Top Charts

If you start browsing the App Store without a clue of what to look for or where to go to look for it, then help is at hand. Using the touch icons at the bottom of the screen, tap on the Top Charts section and you will be

presented with a rundown of the most popular apps available on the store – both full price and free. You can use this as a barometer to see what's hot in the world of apps and see if any popular apps jump out at you.

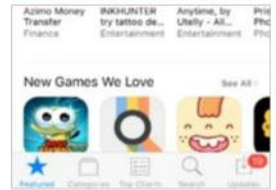
## Explore and Wish List

Two features of the App Store that were introduced with iOS 7 were the Near Me tab and the Wish List. Near Me (now Explore) tracks your location (you can turn it off by going to Settings>Privacy>Location Services> System Services) and by tapping on the Explore tab at the bottom of the screen you will be provided with a list of apps that might prove useful based on where you are. Wish List is designed to aid you in your App Store trawling. As you will no doubt come across a wide range of apps that you like the look of but can't necessarily afford them at present, you can add them to your Wish List (tap the share button and choose 'Add to Wish List') which you can access any time by tapping the List icon.



App Collections groups some great apps together for you to browse and download

## Update your apps



### 1 Tap on Updates

While in the App Store, tap on the Updates tab at the bottom.



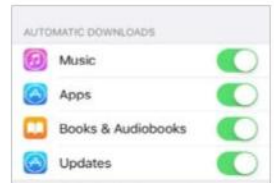
### 2 Update apps

If an app has an update available, tap on the Update link next to it.



### 3 Update All

To get all available updates, tap on the 'Update All' link.



### 4 Auto update

Go to the iTunes & App Store Settings to set auto-downloads.

## The apps

## App Store

### Purchase an app

Being the only source of gaining apps for your iPhone, the App Store is, as you would expect, a quick and easy way to shop for new apps, and purchasing them really couldn't be simpler. You will already be logged into the App Store with your registered Apple ID, which should have your billing details attached.

If you haven't already added the details of a valid credit or debit card for your app funding then tap on the Featured page at the App Store, scroll down to the bottom and then tap on your Apple ID. Select 'View Apple ID' from the menu and then tap on the Payment Information option. You can now select a card type and enter all of the required information so that all app purchases will be made using that card. Now you can tap on the price of an app and



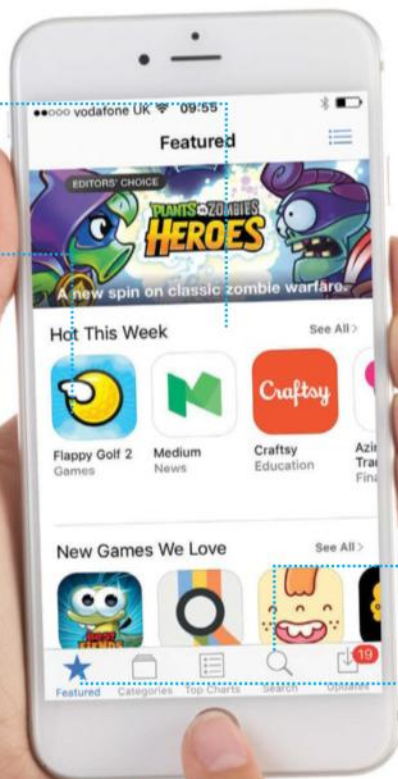
**Fig 3** Tap on the price (or 'Free' if it's free) to purchase and download the app. You may have to enter your Apple ID

### Store sections

You will be able to access specific stores for Top Charts, Featured, Near Me and more by tapping these buttons

### Buying apps

Tap on the price of a product to initiate the purchase and download process

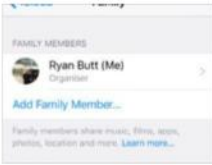


### Search

Enter keywords into the search field to help you find apps featured within the store

### Featured apps

All the latest significant new additions to the App Store will be showcased in the main shop window under Featured



Go to your iCloud Settings to set up Family Sharing to share your purchases with family

then complete the purchase by inputting your Apple ID password (Fig 3). You will still need to enter your Apple ID password when downloading free apps, but you don't have to assign a credit or debit card to do so.

## Review and rate apps

App feedback is good, because feedback – good or bad – gets back to the developer and lets them know how the public is receiving their apps and how they can make them better. It also provides information for your fellow iOS users to help them make informed decisions on whether to buy a particular app or not, so if you have the time and the inclination, then why not leave your own mini app review?

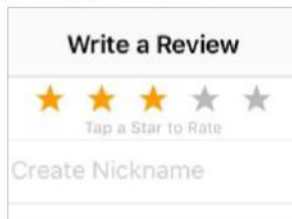
To do this, tap on an app to bring up its floating info box and then tap on the Reviews tab followed by 'Write a Review'. Tap on the stars to rate the app out of five – as you tap them they will be coloured in gold. You can add a title and enter your own review text by tapping on the respective field. Once done, hit the 'Send' button to get your review published on the page and info other App Store customers as to the quality of the product.

## Submit a review of an app



### 1 Tap to rate

Tap on Reviews and then choose the 'Write a Review' option.



### 2 Write a Review

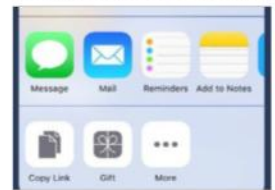
Tap the stars to rate the app and write a review (you must own the app).

## Recommend an app



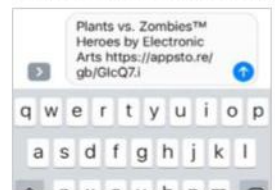
### 1 Tap on The Share button

Go to an app's info page and tap the Share button (a box and arrow).



### 2 Email

If you tap Mail, then you can send an email with the app's info.



### 3 Message

Tapping Message enables you to send an iMessage (see page 50).



### 4 Tweet

If you have a Twitter account set up, you can also tweet about it.



# iTunes

Let your iPhone entertain you with music, movies and TV shows – all found right here

## You'll use it to...

### Browse for items

Sections make it easy to find new content and great deals

### Purchase media

Buying new music and movies is easy

### Discover new media

Search and roam for interesting items

### Gift items

Buy and send a gift to a loved one

### Make use of Genius

Get artist recommendations and create Smart Playlists

### Get an education

Get access to a wealth of study materials with the iTunes U app

## Buy music and movies

Although there are links to the respective sections of the iTunes Store within the Music and Videos apps, you can access the store direct from its own app on the Home screen and browse for content at your leisure. And there is plenty to explore (Fig 1).

## The Categories in iTunes

Navigating your way around the iTunes Store is made easy by a series of tabs at the bottom of the screen that allow you to breeze freely to the various store categories that include Music, Films, TV Programmes, Audiobooks and more (Fig 2). Tap on a category to access a front-page relating to that particular category that is packed full of featured offers and attractions.

If you have bought things previously from the iTunes Store on other iOS devices (like an iPod touch) then, thanks to Apple's iCloud service, you will be able to re-download them again onto your iPhone or iPad – just tap on the Purchased category, then on the 'Not on this iPhone/iPad' tab at the top of the page and then choose a song and tap on the cloud icon. If you are currently downloading

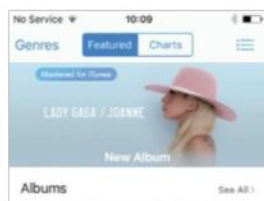
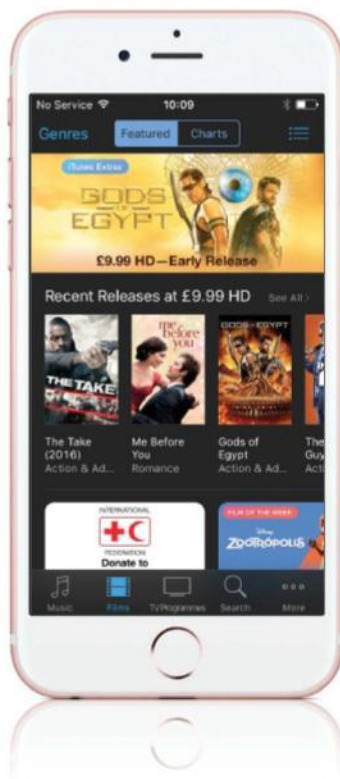


Fig 1 (above) The iTunes Store is a thriving hive of digital entertainment

Fig 2 (right) Use the tabs at the bottom of the interface to jump straight to the various store categories



content from the iTunes Store then you will be able to track the progress of your purchases by tapping on Downloads.



### Search for a song

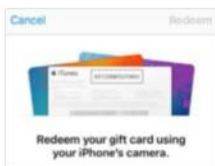
One of the good things about the iTunes Store is that it allows you to try before you buy. First of all, search for an album or artist you may be interested in by tapping the search field at the bottom of the screen. Now

tap on an album and then tap on a track name to listen to a sizeable chunk to determine if it is what you're looking for. You can end the preview at any time by either tapping on another song or tapping the Stop button in the middle of the playback wheel.

### Download songs

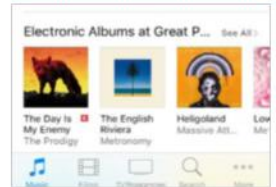
Purchasing and downloading songs from the iTunes Store is a quick and easy process that can be done in seconds. We have already explored how you can search for songs in the app, through categories and the search function, and how to listen to a preview of tracks. If you decide that you would like to go ahead with the purchase of a song or album then tap on the price and it will turn into a green 'Buy Song' button.

If you then wish to go ahead with the purchase, you will be prompted to enter your Apple ID password before the track will start downloading to your device – this is a security measure to ensure that you don't buy items by tapping on them accidentally, or that someone else doesn't buy them if your phone is lost or stolen or in the hands of an exploring child. You can track the progress of the download by tapping on the Downloads category at the bottom of the screen.



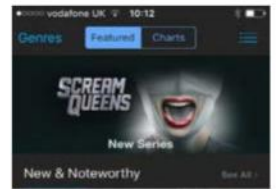
If you are lucky enough to be gifted a redeem code, scroll down the Music page and tap Redeem

### Download a TV series



#### 1 iTunes

First, head to the iTunes app to browse the available shows.



#### 2 TV

Tap TV at the bottom and you will be taken to the TV show section.



#### 3 Select a show

Pick a show and it will bring up the information for your selection.



#### 4 Buy the series

Tap the price to buy the series, or check the ratings and reviews first.



## The apps



### You'll use it to...

#### Play music

Belt out your tunes with the Music app's simple set of controls

#### Make playlists

Create new playlists on the fly quickly and easily

#### Stream music

Subscribe and stream unlimited tracks through the Apple Music service

#### Connect

Follow and connect with the bands and artists who matter most to you

#### Hear radio stations

None-stop music of any genre piped straight to your device

#### Search content

Find what you want when you want to listen to it



**Fig 1 (above)** All of the music purchased through the iTunes app can be played in Music and you can create playlists

**Fig 2 (right)** The new Apple Music service lets you stream unlimited music through your device, allowing you to savour more

## Apple Music

# Apple Music

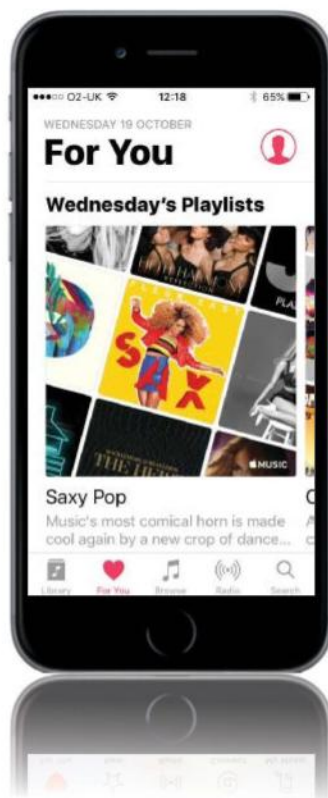
The Music app enables you to stream music through Apple's new Spotify-like service

### Listen to music on the go

Music is where you can listen to all of the top tunes that you have synced or purchased on your device and create new playlists to suit any occasion (Fig 1). It's also the app used for the Apple Music Streaming service, and was redesigned in iOS 10.

### Import songs

There are numerous ways to import music to play on your device. The most direct route is by purchasing it straight from the iTunes Store on your device, and you can do this by launching the iTunes app, browsing the Store and tapping on the prices to download the tracks or albums to your device. While in the iTunes app, you can also tap on the Purchased tab at the bottom of iTunes interface (under 'More') and this will list all of the music that you have bought previously on other devices (by tapping the 'Not on This...' tab). Thanks to the power of iCloud, all of your previous purchases are tracked, so tap the cloud icon next to a track in order to re-download it on your current device. Of course, you can also import songs by connecting your device



to your computer and syncing through iTunes or, alternatively, opening iTunes on your computer, highlighting songs in your music library and then manually dragging them to your connected device in the left-hand column.



## Play your music

First and foremost, the Music app is there to enable you to play and listen to music on your device, and the controls for doing this are simple to get to grips with. Start off by choosing music to listen to by selecting

the 'Library' tab at the bottom of the screen and navigating to a song, then tap on it to start playing it. The controls at the bottom of the interface allow you to play/pause the current song and skip to the next or previous songs.

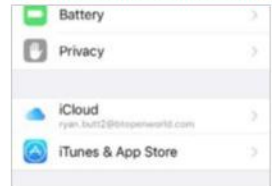
## Experience Apple Music

The Apple Music service has been pushed to the forefront of the Music app. Set to rival Spotify's popular music streaming service, Apple Music requires a monthly subscription fee (although you can try it free for three months) but for that you can stream unlimited music through your device, allowing you to savour the very latest releases from your favourite artists, when you demand them, without having to buy the albums (Fig 2). Tap on the 'For You' tab at the bottom of the screen and you will be treated to a tailored selection of music from Apple Music based on the type of tunes that are in your personal collection. You can also tap on the 'New' tab to discover all of the latest releases. It's a great way to keep up with the current music trends and experience a wider range of music through your device.



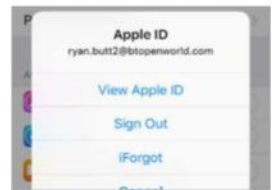
Go to the Music section in Settings to adjust the EQ and Volume Limit, amongst other things

## How to unsubscribe to Apple Music



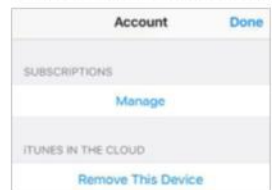
### 1 Launch Settings

Launch the Settings app and then tap on 'iTunes & App Store'.



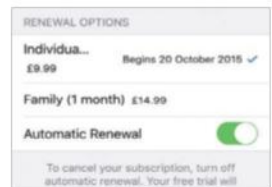
### 2 Go to Account Info

Tap on the Apple ID option at the top and choose 'View Apple ID'.



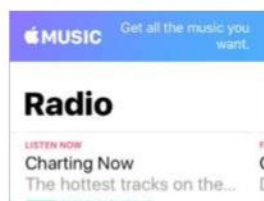
### 3 Manage Subscriptions

Sign in and then tap on 'Manage' in the Subscriptions section.



### 4 Your Membership

Tap on 'Your Membership' and then turn off 'Automatic Renewal'.



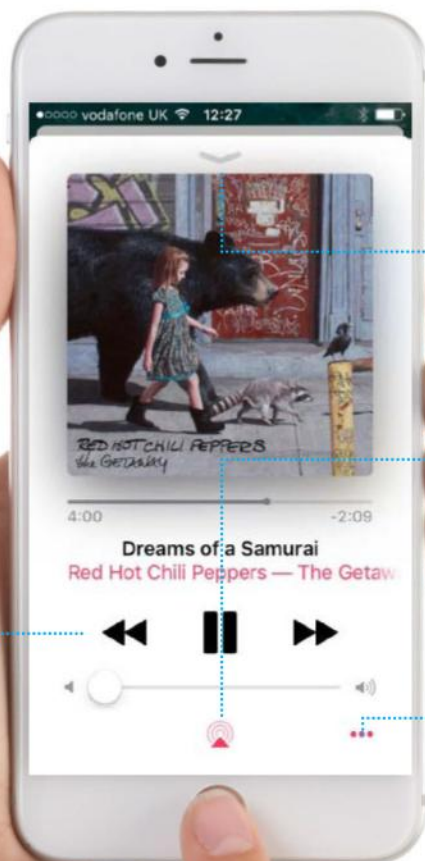
**Fig 3** Listen to your favourite genres of music, minus the monotonous DJs, through the Radio section

### Your personal radio stations

Another great aspect of Apple Music is the Radio feature. Tap on the 'Radio' tab at the bottom of the interface and you will be able to browse stations dedicated to the type of music that you enjoy listening to. Here you will find featured stations or, by scrolling further down the screen, be able to pick the genres of music that appeal to you. Once done, the selected station will instantly start playing, providing great music without you really having to lift a finger. More importantly, you don't have to suffer tiresome DJs talking over tracks and generally loving the sound of their own voices! All of the stations that you listen to will be stored under the 'Recently Played' section at the top of the Radio tab, so you can

#### Playback controls

You can play/pause and skip songs using the simple set of controls at the bottom of the screen



#### Show/hide

Tap this drawer icon to reduce the playback screen to just the basic controls at the bottom of the screen

#### Stream tracks

Tap on this icon to stream the current track to external speakers or Apple TV

#### Song options

Tapping this icon will bring up options to add the current song to a playlist, share it, or like or dislike it...



You can scrub through songs by pressing on the line under the artwork and then dragging it

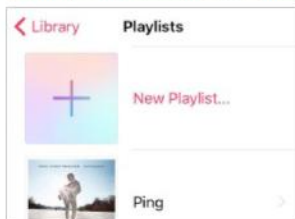
jump in and start listening to them again quickly and easily (Fig 3). Another cool aspect of Apple Music is the 'Connect' feature. This allows you to connect with your favourite bands and artists and follow their latest tweets and updates in one handy digest, without having to trawl through your, no doubt, heavily-populated Twitter feeds to find the information.

## Create and manage playlists

Creating and managing playlists on your device is easy thanks to the Music app. As well as creating new playlists from scratch, you can also edit playlists that have been synced across from iTunes.

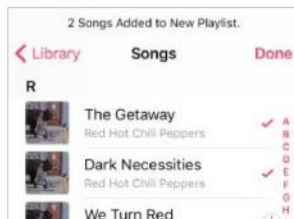
To create a new playlist, simply tap on the Library tab, select Playlists and then tap the New button. Give your new playlist an appropriate name, tap Save and then start adding songs from your library by either tapping on the song itself or the '+' icon next to it. When you have finished adding, tap Done and your playlist will be complete. If you wish to edit an existing playlist at any point, all you need to do is select it from the Playlists page and then tap the Edit button. You can also add songs by tapping the three dots next to it, and tapping "Add to Playlist..."

## Create a playlist



### 1 Tap on New

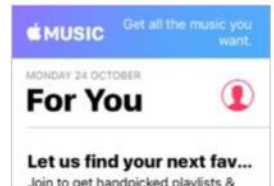
Go to Library>Playlists, tap on 'New Playlist' and then name it.



### 2 Add songs

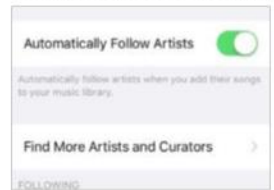
Add songs by tapping on a song name or the '+' icon.

## Connect to artists



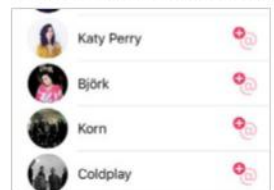
### 1 Connect Posts

Under 'For You', scroll down to the 'Connect Posts' section.



### 2 Find more

Tap on 'Find More Artists and Curators' and browse them.



### 3 Add artists

Tap on the '+' icon next to an artist to start following them.



### 4 Read activity

Scroll down in the 'For You' section to read new posts.

## The apps



## Videos

# Videos

The Videos app lets you watch movies and TV shows anywhere on your iPhone

### You'll use it to...

#### Watch videos

Watch films, music videos and TV shows on your iPhone

#### Shop for content

Access the iTunes Store in-app to shop for videos

#### Stream to Apple TV

Beam your videos straight to the big screen

#### Stream video from your computer

Watch your computer video library remotely on your iPhone

#### Watch anywhere

Take your device with you to watch videos anywhere you want

#### Manage your movies

Sync from your computer and delete when watched

### Watch TV shows and movies on iPhone

You can use your iPhone to watch movies, music videos and TV shows, transforming it into a mobile multiplex to view what you want, on demand. Using the Videos app is easy, so sit back, relax and enjoy the show.

### Rent & buy from iTunes

Just like the Music app, Videos features a launch pad to the iTunes Store, in this case the visual entertainment section – where you can shop for films to rent or films to buy outright. Simply tap the Store button in the top-left corner of the main Videos interface to be warped to the iTunes Store and then use the search field to find what you want.

When you have found a film, tap on the poster next to the title and a new window will appear that provides a plot synopsis, credits, details and user reviews. More importantly it also features a button that allows you to preview the movie through your Videos app



**Fig 1** If you're unsure about a film, you can watch a trailer to get a taste for the movie



(Fig 1) and options to buy or rent the movie. If you're buying then the system is the same as purchasing music or apps – just tap 'Buy' and the film will download to your device.

Renting is slightly different – you still download it, but it will expire after a certain number of days and, once you start a movie, you have a limited amount of time to finish watching it. It does mean you will never have to pay a late fee though!



### Import videos from your computer

If you don't want to buy directly from the iTunes Store through the app then you can also import videos from your

computer via iTunes. Simply connect your device and then click on the Movies section under your Library to view all of the movies on your machine. Now you can either drag the film to your iPhone in the sidebar or perform a sync to get your flicks onto your device.

### Playing your videos

As with music, playing videos on your device is easy. From the main Videos app screen, with a list of all your video downloads filling the screen, broken down into sections depending on whether it's a TV show, music video or movie. Users can also use the Search bar at the top of the screen to quickly jump to specific titles that you're looking for within the app.

When the video is launched, a simple set of controls at the bottom of the screen allow you to play or pause the action, skip chapters and adjust the volume. You can also scrub through the action by swiping along the bar at the top of the screen, before leaving the video at any point by tapping the Done button in the top left hand corner of the screen.



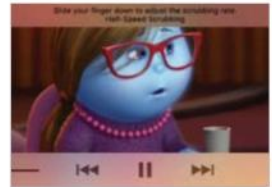
Use the on-screen controls to tweak volume as well as scrub through your video as you wish

### Change scrub speed



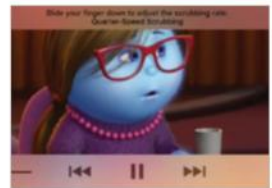
#### 1 Tap scrub bar

Press your finger down on the dot situated on the scrub bar.



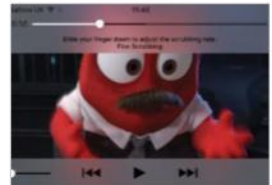
#### 2 Scrub rate

The scrub rate will be displayed (either high or half-speed).



#### 3 Swipe down

Slide your finger down to change to the alternate speed.



#### 4 Start scrubbing

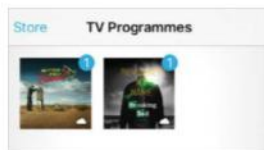
You can now slide your finger along the bar at the selected rate.

## The apps

## Videos



**Fig 2** Viewing movies and TV shows through your device is simple through the Videos app



**Fig 3** You can access your computer movie library to watch on your iPhone

## Home Sharing

With Home Sharing, you can play movies and TV shows on your iPhone from the iTunes library on your Mac or PC. To use this feature, both your iPhone and your computer need to be on the same Wi-Fi network and, on your computer, you must have iTunes open and running. In iTunes, click on the Advanced menu and then turn on Home Sharing and ensure that both your computer and iPhone are logged in and using the same Apple ID.

To ensure that you are logged into the same Apple ID on your iPhone, go to Settings, tap on the Music or Videos sections and then log your details under the Home Sharing section. Once the system has been set up, a new tab will appear at the top of your Videos interface called Shared. Tap on this and then choose to access your

### End viewing

If you wish to stop watching, tap the Done button and resume where you left off later

### Rewind

Press and hold the dot on this bar, and by sliding it to the left you can rewind the action

### Screen size

Tapping this button will make the video fill the screen. Tap it again to return to the original dimensions



### Playback controls

Simple controls let you play and pause the action, skip backwards or forwards through chapters and adjust the volume

## With your iPhone, you can mirror the screen on a TV wirelessly using AirPlay Mirroring and Apple TV

computer's library (Fig 3). Now simply select something to watch, sit back and enjoy. To deactivate this service, click on the Advanced menu on your computer again and then turn off Home Sharing to instantly sever the connection.

### AirPlay

If you have an Apple TV system in your home then you can stream video content from your iPhone to your TV wirelessly using AirPlay. This is easy to set up and means that you can use your iPhone to shop for movies to buy or rent and then use your device as a remote control to play them on your big TV screen.

To start streaming video with AirPlay, start playing a video on your iPhone and then tap the AirPlay button. Next, choose your Apple TV from the list of AirPlay devices and then select it to start beaming the video across. If the AirPlay button doesn't appear or your Apple TV doesn't appear in the list, check to make sure that both devices are connected to the same wireless network. You can also stream videos using various cables, including AV cables and VGA Adapters. Being able to watch your videos on the big screen is a great advantage of having an iPhone, and being able to see all your videos, including home-shot ones, is a nice option to have.

### Streaming videos with AirPlay



#### 1 Start playback

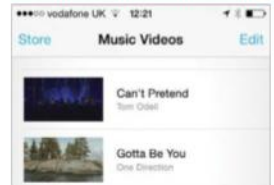
Start watching a video, tap on the AirPlay icon, then tap Apple TV.



#### 2 Nothing on iPhone

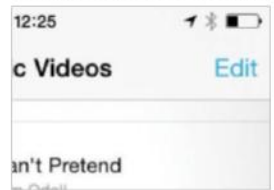
While your video is playing on Apple TV, your iPhone will display this screen.

### Delete videos



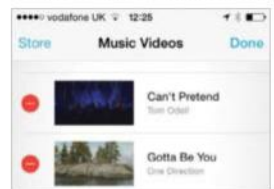
#### 1 Locate video

Find a video that you no longer want on your device.



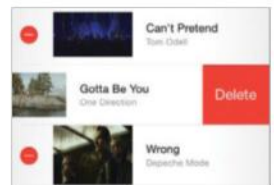
#### 2 Tap Edit

Tap on the Edit button in the top-right corner of the screen.



#### 3 Tap to delete

Tap on the '-' icon that appears next to the video you don't want.



#### 4 Instant removal

Tap Delete and then the video will be deleted from your device.



# Podcasts

Find out how to discover, subscribe to and play your favourite podcasts

## You'll use it to...

### Discover new podcasts

Explore thousands of free podcasts on a whole host of topics

### Subscribe to your favourites

Automatically get new episodes when they become available

### Play your podcast

Use the app's simple playback controls to get up and running

### Listen on the TV

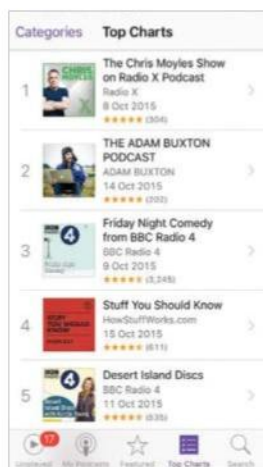
Enjoy your podcast on the big screen with AirPlay and Apple TV

### Organise your podcasts

Use the On-The-Go playlist to play just the episodes you want

### Sync with iTunes

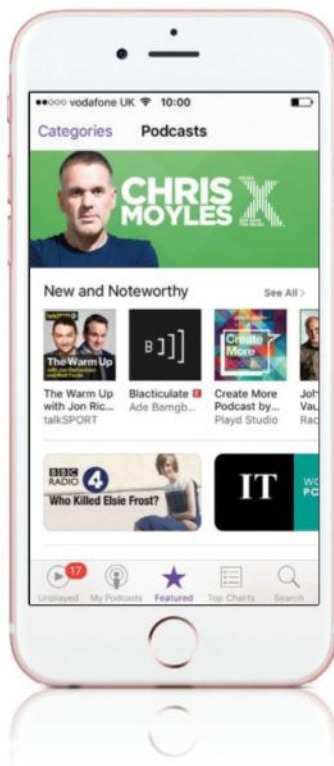
Get episodes and playlists synced from iTunes on Mac and PC



**Fig 1 (above)** Podcasts' Top Charts tab gives you a great idea of what's currently popular

## Introducing Podcasts for iOS

The Podcasts app is an amazing way to discover, subscribe to and play your favourite podcasts. There are thousands of video and audio podcasts readily available to all iOS users, with topics ranging from business, comedy, music, sport and more. And best of all, it's completely free – in fact, it's a built-in app in iOS. When you first open the app, it will look rather bare. This means it's time to get searching for some new podcasts. There are three major ways of doing this. The first, and probably a favourite with completely new users, is the Featured tab. Just like the App Store's Featured tab, Podcasts equivalent gives you a rundown of podcasts that are good enough to be recommended by Apple itself. It's a great form of recommendation. Check out the featured podcasts and there's bound to be something that takes your fancy. The Top Charts tab which lists the audio and video podcasts that have been downloaded and listened to the most. This is a great way of listening and watching the very best, but if you're after something a little more obscure, then the Search magnifying glass in the bottom-right corner of the screen will be your starting point.



**Fig 2 (right)** You'll find all your podcasts living under the My Podcasts tab



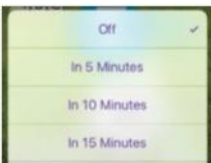
## Download and play

When you've found something that appeals to you, saving the podcast to your iPhone is very simple. Next to the podcast's title will be the familiar 'in the iCloud' icon, which when pressed begins the downloading process. It will show how long left and then move itself to the My Podcasts tab, which you can find in the bottom-left of the app. Playing a podcast is as straightforward as tapping on the cover image. You're then taken to a

Now Playing screen, which will be familiar to anyone who has used the Music app before. You'll find all the standard playback controls, including handy 15-second fast forward/rewind buttons – great if you miss that last comment and want to quickly skip back to hear it again, without accidentally skipping back minutes at a time. The My Podcasts screen, and any podcast station with a new episode available, will have a number inside a red circle display in its cover image's top-right corner. You can subscribe to your favourites and automatically get new episodes as they become available. Anyone with a massive library can use the Search tab at the top, while you can also hold on any cover image and drag it to a new place.

## Organise your podcasts

It won't be long before you've got a thriving podcast library. Now is the time to create custom stations of your favourite podcasts that update whenever a new episode becomes available. This is your chance to customise Podcasts. There's even an On-The-Go playlist that you can use to play just the episodes you want. Podcasts also lets you sync episodes and playing time from iTunes on your Mac or PC, while fully featured iCloud support means you can start listening to a podcast on your Mac and finish off on your iPhone.



Set the Sleep Timer from the Now Playing screen to make sure Podcasts turns itself off

## Download and play



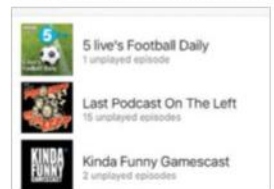
### 1 Find podcast

Start searching in the Featured tab for a podcast to listen to.



### 2 Start downloading

To download, tap the cloud icon next to the relevant podcast.



### 3 My Podcasts

Your podcast will immediately be found in the My Podcasts tab.



### 4 And play

Tap your podcast and it will play. The controls are similar to Music.





# Safari

Safari is the main platform for browsing the web on your iPhone; we showcase how to use it

## You'll use it to...

### Browse the internet

Use Safari to search or view websites on your iPhone

### Open tabs

Browse for new content in new tabs while leaving the original web page running

### Save for offline reading

Web pages in Safari can be saved later for offline reading

### Private Browsing

Enable Private Browsing to keep your browsing history private

### View Shared Links

View links shared by people you follow, for example on Twitter

### Save favourite pages

Use bookmarks to save all your favourite websites

## Surf with ease

Safari has benefited a great deal from recent updates, such as the addition of intuitive multi-touch gesture controls for manipulating web content and Keychain/iCloud integration to allow your saved passwords and credit card details to be stored and accessible across multiple devices. You even have a universal search/URL bar at the top which provides quick access to websites or words within a page. Recent updates also means that you can be browsing a page on your iPhone and then pick up your iPad to see the same page displayed without you having to lift a finger.

## Browse the web

Launching Safari for the first time will usually open with a blank canvas. But in future use it will present you with either your saved bookmarks (which we cover later) or the last page you visited. Tap on the universal search/address bar at the top to enter either a dedicated URL address eg **www.google.co.uk** or you can type in a search term, eg Xbox One. While typing your search/address you will notice it start to automatically display results. This allows you to quickly access the page without typing it out



**Fig 1 (above)** Safari benefits from quick search/URL access, enhanced iCloud integration and multi-touch controls

**Fig 2 (right)** The new search/URL address bar at the top provides many functions to help you browse the web



in full. Additionally the search bar can be used to search for words within pages. For example, if you re-tap the search bar and type in Games and then scroll down you will see the option 'On this page'. Once this is selected a series of arrows will appear at the base of the screen and these can be used to zip through all the words.

Finally, navigating content is much easier by the ability for you to swipe forwards and backwards between pages you have read. Simply long press on the left or right edge of the screen and drag the page across.

## Browse with tabs



While browsing there may be times when you want to continue viewing your current page, but at the same time need to access additional websites or search results. Instead of closing the current page down and using

forward/back controls to switch between pages you can use the tabs system instead. Click on the bottom '4' icon to launch a new tab. You can now type in your URL or search term and then switch back to your other tabbed page by simply tapping on the window icon in the lower-right corner of the screen.

If you like browsing the web on multiple devices (iPhone, iPad, Mac) then iCloud tabs also come in handy to allow you to access all of your open tabs on one device on your other devices. Tap on the window icon and a list of the sites open on your other devices will be accessible from the bottom of the screen.

## Safari Reader

Most modern websites, unless they have a responsive design, will not be completely formatted to take advantage of your iPhone's screen size. Or if they are, the content may be riddled with ads, comments, links or other pop-ups getting in the way of your reading experience. To help, the Safari app has a function which allows you to enable a dedicated reading mode: Safari Reader. This option is subtly placed inside the search/URL bar (towards the far left side) and it looks like a series

## Go private



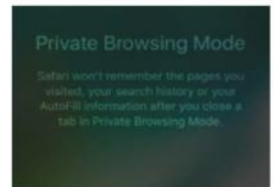
### 1 Tap tabs

For private web browsing, start off by tapping the window icon.



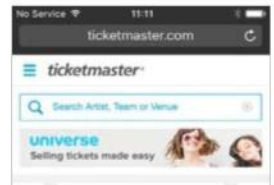
### 2 Tap Private

Tap on the 'Private' option in the lower-left corner of the screen.



### 3 Access the tab

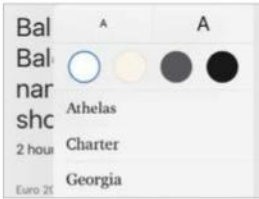
In private mode any tabs you create won't be remembered.



### 4 Cover your tracks

To end the private session, close all tabs and tap 'Private' again.

## The apps



**Fig 3 (above)** The Safari Reader function is useful for viewing content without the distractions associated with websites

## Safari

of horizontal lines. By tapping this icon the text and embedded images will transform and display down the page in a scrollable list. This makes reading the content much easier. Additionally, you can tap on the 'a/A' icons at the top of the screen to increase or decrease the size of the text.

### Offline Reading List

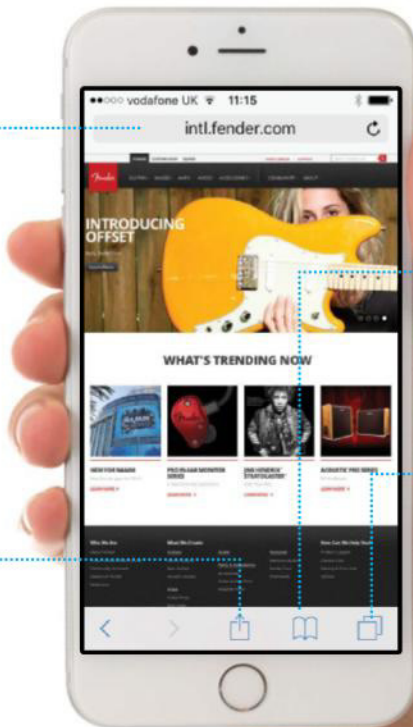
Browsing the web on Safari is pretty easy to do, but the key ingredient to its continued functionality is the requirement of an internet connection. Unless you have a dedicated data contract enabled on your iPhone you will rely on an available Wi-Fi connection to get the required internet access. Even if

### Search bar

The universal search and URL bar at the top provide quick access to web content

### Share icon

Tap here to save items to your Reading List, add a bookmark and save a page to your Home screen

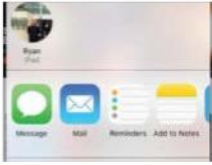


### Bookmarks

Any bookmarks you save are accessed via the Bookmark icon or listed under the URL bar for iPad users

### Tabbing

You can quickly add new tabs to the browser in order to keep the original page intact



To share a website, tap the share icon to the right of the address/search bar and pick a service

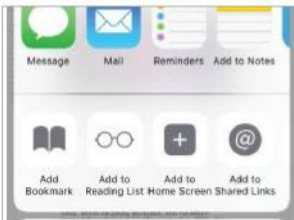
you tether your iPhone to another to get your browsing fix on the fly this is still scuppered if the source signal strength is poor.

Thankfully, Safari has a built-in solution already and it's called Reading List. This option allows you to quickly save a currently viewed web page for reading later on in an offline environment when there is no internet connection available. Tap the share button and choose 'Add to Reading List' to save new pages.

## Bookmarks bar

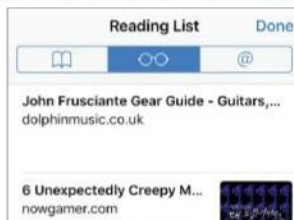
Adding bookmarks is a process that allows you to save your favourite webpages for fast retrieval later on. Saving bookmarks simply involves selecting the Share icon at the bottom of the screen and then choosing Add Bookmark. Once saved your bookmarks will be accessible via the Bookmark icon to the in the lower-right corner of the screen. Alternatively if you tap the search/URL bar you can view them in a handy thumbnail view, which makes it even easier to jump to the page that you want quickly and easily. Safari makes browsing the internet a breeze.

## Add a page to Reading List



### 1 Add page

Tap the Share icon next to the search bar and select Add to Reading List.



### 2 Access Reading List

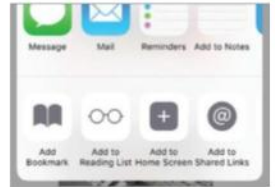
Tap the bookmark and then the glasses icon to access the page.

## Add Home screen links



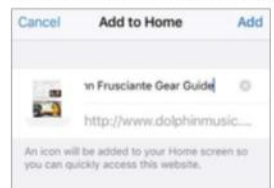
### 1 Access your website

First you will need to browse to a website.



### 2 Share icon

Now tap the Share icon and choose Add to Home Screen.



### 3 Name your shortcut

Tap the name field to rename the bookmark.



### 4 Add to Home

Click on Add and the icon link will appear on your Home screen.

## The apps



### You'll use it to...

#### Link accounts

You can activate the Mail app with any valid email address and password

#### Send and receive

Keep up to date with email arrivals and quickly send out new messages

#### Manage accounts

Add as many accounts as you like

#### Organise your messages

Store and save messages safely away

#### Find emails easily

Mark certain people as VIPs to access their emails from a special mailbox

#### Get emails quick

No need to press anything, just get your emails downloaded automatically

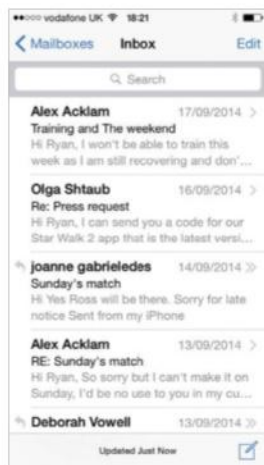


Fig 1 (above) Every one of your email accounts, together at last

Fig 2 (right) Once you have set up an account, go to the Settings app to link more accounts to your Mail app

## Mail

# Mail

With Apple's versatile Mail app you can send emails and receive every message from every one of your accounts into one handy inbox

### Manage your email

Your iPhone's built-in Mail app is brilliant for sending and receiving emails, so you don't have to carry a laptop everywhere with you to keep in touch! You can also get all of your different email accounts linked to the app so every email from every account is streamed into one handy inbox (Fig 1), so you'll never have to worry about missing an important one again.

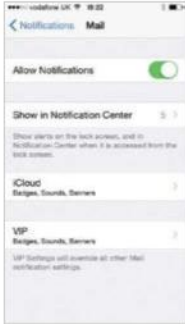
### Link an account

If you are using the Mail app for the first time then you will need to set up and tether an account to the app. This is a quick and easy process that requires no more than a valid and active email address and an account password (Fig 2). Once set up, select your account in the 'Inboxes' section of the Mailboxes area and then all new messages will instantly be downloaded for that account. You can determine when all new emails are pushed from the servers to your mailbox by launching your Settings app, tapping on the Mail, Contacts, Calendars section and





then selecting the Fetch New Data option. Activate the Push function and then determine exactly when the messages will be received. To ensure that you get all new mail as soon as possible, tick the 'Manually' option to get all new mail pushed straight to your device as and when. Your device will also now automatically scan for new mail when you launch the app.



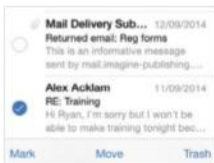
## Mail and Notifications

One of the many good things about the Mail app is that you don't have to manually press a button to download new messages from the server; it just happens automatically whenever you open the app. What's more, if you have the Mail app listed in your Notification Centre then you will get alerts on your screen whenever a new email is received. You should also ensure that Mail is activated in iCloud Settings so that all of your

messages – received and read – are synced to all of your devices. This means that you will never be apart from all your email, across accounts, no matter which device you pick up. It's one of the best productivity and organisation tools around.

## Write and send an email

Writing and sending emails is easy through the intuitive Mail app interface. To compose and send an email, simply tap on the pen and paper icon in the bottom-right corner of the Mail interface and a blank email will appear. Fill in the recipient's email address, enter a subject and some body text and then hit the 'Send' button. You can also mail out attachments, such as photos and documents from within the other respective apps by tapping on the sharing icon (which is represented by a small rectangle icon with an arrow in it).



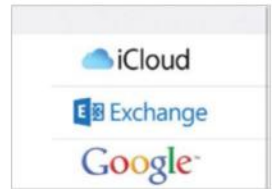
You can move emails to different mailboxes by tapping Edit then marking emails to move

## Use All Inboxes



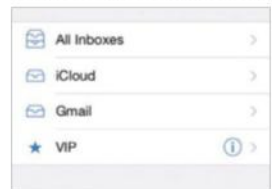
### 1 Set up multiple accounts

Go to Mail, Contacts, Calendars in Settings and add accounts.



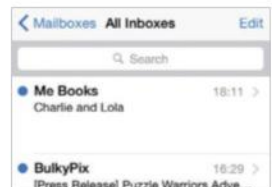
### 2 Add accounts

Select the account type and enter the email address and password.



### 3 Open Mail

Launch your Mail app and then tap on the 'All Inboxes' option.



### 4 Get all mail

All of your mail from all of your accounts will be redirected here.

### Manage multiple accounts

It's very rare these days that folk just have one email address. At the very least most would have a work and a personal account. The Mail app is versatile enough to incorporate virtually any type of email account within a few easy steps and, handily, you can stream all of your mail from all of your accounts into onto main inbox, making it easy to track all aspects of your life simultaneously. To add a new account, launch your Settings app and then go to the Mail, Contacts, Calendars section. Under the Accounts section at the top of the page you'll see the option to 'Add Account...'

(Fig 3), tap this and then choose the type of account you will be adding. Once you have selected the account, enter a name, email address and password for that account and, after a few seconds of verification, the account will be added to your active inboxes



**Fig 3** Go to Mail, Contacts, Calendars in Settings and then tap 'Add Account...' to include a new mailbox

### All inboxes

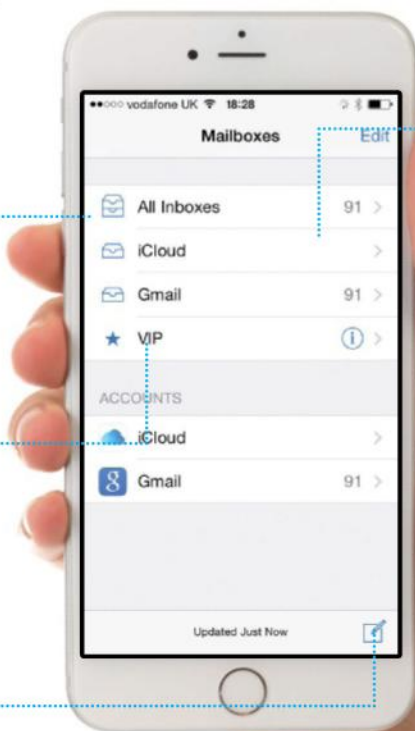
If you have multiple accounts then tap on 'All Mailboxes' to view all of your emails from all of your accounts in one place

### VIP

A recent addition to iPhone, users can now add certain senders to a VIP mailbox, to keep high-importance emails separate

### Composing emails

Tap on this icon to start composing a new email. Your address will show up in accordance with the account you are using



### Your emails

When you tap on an email it will be displayed full screen, whereby you can file, delete or reply



To remove people from your VIP list, tap on the sender and then choose 'Remove from VIP'

within the Mail app. Within the Mail app, you can tap on an individual mailbox to view only the emails relevant to that account, or you can tap on All Inboxes to view all of your received emails in one handy stream.

## VIP Mailboxes

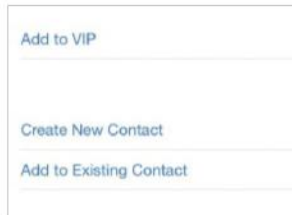
Apple has slowly redesigned Mail with a more streamlined interface for easier reading and writing. One of the recent new features is VIP Mailboxes. You can now set up a VIP list so that you'll never miss an important email – whether it's from your boss, your best friend or your accountant. To mark a person as a VIP, all you have to do is tap on their email address in a received message and then, on the Sender screen, select the 'Add to VIP' option. A star will then appear next to that person's email address to confirm that they have been marked as a VIP. This star will also be present next to all emails received from that person in your inbox. You can also find VIP emails quickly thanks to your new VIP inbox – just tap on this mailbox and all of the emails from all of your VIPs will be stored there for easy reference. So now you don't have to search your entire inbox for an important message, just go to your VIP mailbox.

## Mark a person as a VIP



### 1 Highlight sender

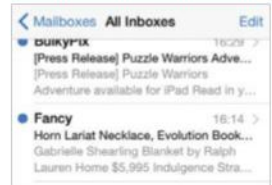
From your inbox, open an email and then tap on the sender.



### 2 Mark them as a VIP

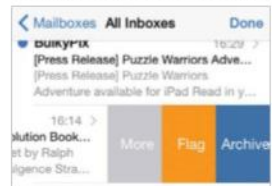
Tap 'Add to VIP' and all emails from that person will go to your VIP inbox.

## Mark or flag messages



### 1 Go to inbox

Locate the message that you wish to manage and then swipe left.



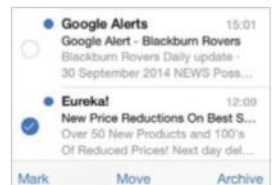
### 2 Choose what to do

You can now tap options including More, Flag and Archive.



### 3 More options

Tapping the More option will present a menu full of options.



### 4 Edit emails

Tap the Edit option to select emails to Mark or Move.

Thursday  
27

# Calendar

You'll never miss an important event again with your device's built-in date-keeper

## You'll use it to...

### Schedule events

Create new events for yourself and others

### Plan ahead

View calendars by day, week, month or year

### Sync with other devices

Get key dates from your other desktop calendars imported

### Manage calendars

Activate or disable individual calendars

### Get alerts

Set reminders for key events

### Find events

With iOS 10, the Calendar app can find and add events found in the Mail app

## Keep up to date in Calendar

Your device's Calendar app is an intuitive way to keep up to date with events for the day, week, month or indeed the next 50+ years (Fig 1). Scheduling event dates into the app is as easy as selecting a calendar view and tapping on a time segment.

## Schedule appointments

Making appointments is a quick and easy process in the Calendar app. Use the tabs at the bottom of the interface to select the 'Day' view and you will see the current day broken down into hourly time segments. To choose a future date, tap on the day in the monthly calendar to the left; a breakdown of the day will be presented down the screen. You can swipe up or down to scroll through the selected day, then to start scheduling an appointment by pressing and holding on the desired time segment. A 'New Event' banner will then appear on the time segment, quickly followed by an 'Add Event' box. Here you can enter a title and location for your appointment or event and then factor in the start and end times. Using the other options in this box, you can then choose to repeat the



Fig 1 (above) With the Calendar app you can schedule events and appointments far into the future

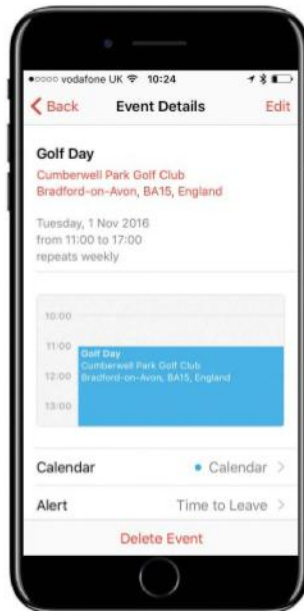


Fig 2 (right) Accepting an event invitation from others is now easier than ever with iOS 10, and you can alter its details if you wish

event, invite people from your contacts, trigger alert reminders, add it to a particular calendar and add notes. Tap the 'Done' button when all of the information has been added.



## Changeable views

The Calendar app comes with a range of different views to help you plan ahead. By default the view is set to Day, with the current day broken down into one-hour segments, and with the week laid out across the top of the interface. If you want to view a month view, tap on the name of the month in the top-left corner and from there you can view the year by tapping on the year in the top-left corner of the interface. Whatever view you

are currently in, you can jump straight to the current day simply by pressing the 'Today' option in the bottom-left corner of the screen. Since advancements made to Calendars in iOS 9, the app now finds info like flights and reservations in your Mail app and uses the Apple Maps app to look up the locations you've entered. Then you will be alerted as to when the best time is to leave, based on the current traffic information.

## Multiple calendars

One of the best things about the Calendar app is its versatility. It allows you to create different calendars for different areas of your life, which you can then merge into one main calendar. You can create new calendars in the desktop Calendar app on your Mac (go to File>New Calendar). Any new calendars that you create can then be synced to your iDevice's Calendar app via iCloud. This should happen automatically but you can speed it up by tapping the sync button at the top of the Calendars menu.



You can also start scheduling new events by tapping the '+' button in the top corner

## Create an event



### 1 Find the date

Scroll through the week, month or year to find the date you want.



### 2 Scroll to time

Swipe up or down through the Day view to find the start time.



### 3 Press and hold

Add details into the 'Add Event' box that appears.



### 4 Enter details

Enter locations, start and end times or invitees and hit 'Done'.



### Sync birthdays and anniversaries

As you would expect from a built-in iOS app, Calendar works in perfect unison with other apps to make your life easier. In this instance, Calendar works with your Contacts app to display birthdays and anniversary dates that you have assigned to specific people within your Contacts database.

Ensure that you have birthdays assigned to people in your Contacts database and then, in your Calendar app, tap on the 'Calendars' button on the bottom bar of the interface. Scroll down to the 'Other' section, where you will see Birthdays and ensure that this option is selected (Fig 3). All birthdays and anniversaries assigned in your Contacts app will now be displayed as all-day events on the corresponding day in your calendar. To assign birthdays and anniversaries to specific people in Contacts, tap on a



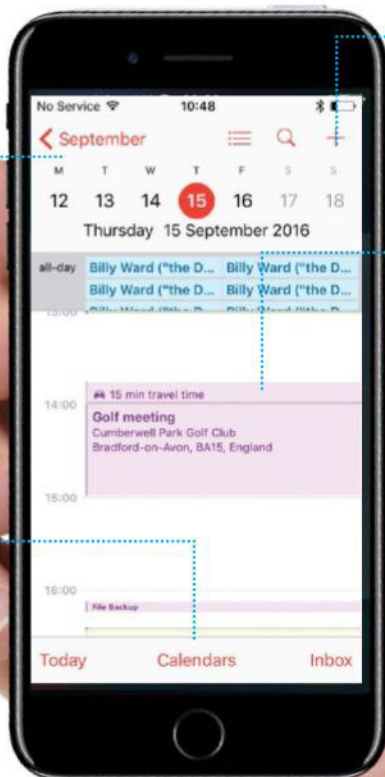
**Fig 3** Tap on the Calendars button and ensure that the Birthdays calendar is activated in the list

### Views

You can back out from the default day view to months and years to help you plan ahead. Just tap the button in the top-left corner of the screen

### Your calendars

Tap on the Calendars button to view all of your active calendars and those that you subscribe to. You can manage your calendars from here



### Add an event

Tap the '+' icon to add a new event to your calendar. Once you've filled in the details, it will appear on the main screen

### Events

A breakdown of the day shows all scheduled events. Tap on an event to view or edit the details



You can also add events to a calendar by importing a calendar (.ics) file from an email

contact and then choose 'Edit'. Scroll down to 'Add Field' and tap '+', then scroll down and choose to add either a Birthday or other date before factoring in the dates concerned.

## Manage multiple calendars

Through the Calendar app you can subscribe to any calendar that uses the iCalendar (.ics) format. Many calendar-based services support calendar subscriptions, including iCloud, Yahoo! and Google – it's just a case of hunting around for the right ones.

To subscribe to a calendar, go to your Settings app and choose the 'Mail, Contacts, Calendars' option. Under 'Accounts', tap 'Add Account...' and then choose 'Other'. From here you can select the 'Add Subscribed Calendar' option.

You can also subscribe to iCal (or other .ics) calendars published on the web by tapping on a link to the calendar. As we have mentioned, you can also create new calendars in your Mac desktop calendar app and then sync them to your iDevice via iCloud. To manage your calendars, tap the 'Calendars' button in the top-left corner of the interface and a list will display all available calendars that you can then enable or disable at will.

## Subscribe to new calendars online



### 1 Find a calendar

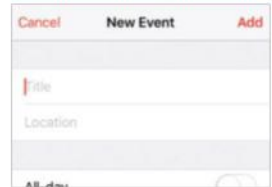
Search for iCal calendars online and then hit the 'Subscribe' button.



### 2 Activate new calendar

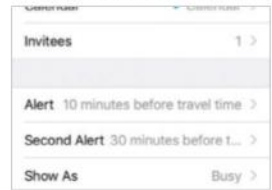
The calendar will be added and can then be activated from the list.

## Set event alerts



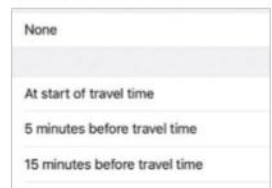
### 1 Tap on event

Tap on an existing event or create a new one by pressing '+'.  
 .....



### 2 Tap on Alert

Scroll down and tap on the 'Alert' option. You can set two alerts.  
 .....



### 3 Select a time

Select an option. You can even set a 'Time to leave' alert.



### 4 Tap Done

Tap on 'Done' and your device will automatically alert you.



### You'll use it to...

#### Write down ideas

Jot ideas while you're on the move

#### Organise automatically

Notes are listed by time and date created

#### Take advantage of iCloud

Share your notes and information

#### Collaborate on notes

Invite others to participate in note-taking

#### Keep note accounts

Create a note-specific account

#### Search your notes

Search the app for a specific note

#### Print and email

You can print your notes via AirPlay



**Fig 1 (above)** Notes provides plenty of screen space for you to write down and store a whole range of information

**Fig 2 (right)** You can easily share your Notes in a variety of different ways

## Notes

# Notes

Notes lets you jot down thoughts or ideas quickly and easily. You can even draw them out with a variety of tools and then save them to iCloud

### Take notes with ease

The Notes app is the perfect way to quickly write down those spontaneous ideas, lists and anything else that pops into your head that you may need to remember later on (Fig 1). Through recent updates your notemaking is made easier, and more instinctive, through the addition of several writing and drawing tools, like a pen, pencil and marker in various colours.

### Write and share notes

Notes are categorised in folders. You can create a new folder by tapping the option at the bottom of the left column on an iPad, or the opening screen on an iPhone. Then create a new note with the icon in the top right. Every note is presented in an easily accessible list and is simple to share from within the app itself.

To start sharing your notes, tap the Sharing icon that's located at the top-right of the screen (indicated by an arrow in a box) and you will then be presented with options to Email, Message, Copy or Print (Fig 2). If you opt to email your note, the contents of the



current note will be copied and pasted into an email. All you have to do then is add the recipient's address in the correct field and you can mail it straight out from within the Notes app. There's no need to cut, paste and switch between the apps yourself. Any notes you create are synced to iCloud and can be accessed on all of your iOS devices, including your iPhone.



## Collaborating on notes

A new feature that has been introduced with iOS 10 is the option to add people to your notes. Ideal for when you are brainstorming ideas with work colleagues, for example, anyone that you 'add' to a note will be

able to see the latest changes, whenever they occur. To start adding people to a note, tap the head icon in the top right corner of the interface and then choose a method for sending the invitation. Once received, the invitee can edit the note and see all changes made by other people.

## Notes and iCloud

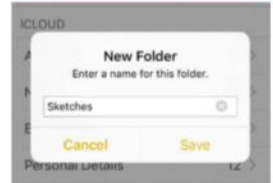
Notes can be linked to the iCloud. This gives you the ability to access your notes via different platforms such as a MacBook, iPhone and iMac as well as your iPad. If you use a **me.com** or **mac.com** email address for iCloud, go to the Settings and tap on iCloud and turn on Notes.

If you use a Gmail or another web email account for iCloud, go to the Settings app and tap on the Mail option then tap Contacts and Calendars. Then turn on Notes for the account. All of these features help to enhance your Notes experience and make note-taking as simple as possible.



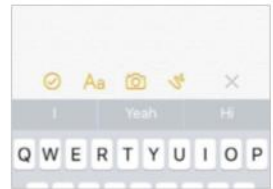
Change titles and font types by pressing the 'Aa' button at the top of your new keyboard

## Start drawing in Notes



### 1 Open Notes

Notes lets you organise notes in folders. Open and name one.



### 2 Drawing and tools

Tap the squiggly line to start drawing with the tools available.



### 3 Pencil

Use the pencil, which acts like a real one, to start the basics.



### 4 Pen and zoom

Pinch the screen to zoom in, and add optional details with the pen.



# Wallet

Store debit card details and pay for items using Apple's revamped Wallet app

## You'll use it to...

### Store card details

Users are able to add the details of both their credit and debit cards

### Make payments

Scan your card with the Wallet app to make a payment

### Scan QR codes

Use QR codes in order to make payments or redeem vouchers

### Add coupon codes

Enter the details of your various loyalty and reward cards

### Manage your finances

Keep tabs on the money coming in and out of your account

### Share with friends

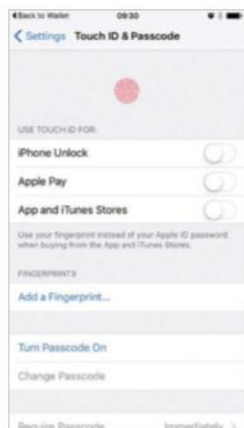
Share the details of your reward cards with your friends and family

## Master Apple's amazing Wallet app

Contactless payments are now part of our everyday lives, and with so many people using the super convenient technology, it's no surprise that Apple has gone ahead and created its very own payment system. While Apple Pay is fantastic for making small wireless payments with your iPhone, it would be nothing if you didn't have a secure and simple way to quickly access your credit and debit cards when you need them the most. Thankfully, that's where Wallet comes in.

## Stay secure in the Wallet app

One of the issues that many people worry about when using contactless payments on their iPhone, is how secure their card details are. There's been a lot of media coverage on how dangerous these types of services can be, but much of that is simply false information. When setting up the Wallet app one of the first things you'll find is that Apple will prompt you to set up a variety of security levels, to make sure people can't access your sensitive data. One of these is Touch ID, a great system that uses your fingerprint



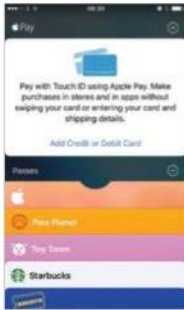
**Fig 1 (above)** Enable the Touch ID option to use your fingerprint as a gateway to your stored debit and credit cards

**Fig 2 (right)** Store loyalty and gift cards within Apple's brilliant Wallet app in a matter of minutes.





as a way of gaining access to the Wallet app. Similarly, there's also the option to set a Passcode, Apple's numerical system that replaces your traditional password. For the ultra security fans out there, then a combination of both of these will be the perfect choice to keep your details safe. By using your common sense and making sure you activate one of these security options, you'll find Apple Pay and the Wallet app to be the best mobile payment system out there.



## Access your treasured reward cards and coupons

There are a number of high street banks that fully support Apple Pay in the UK, US and Australia. So much so, that many banks now have built-in terminals where you can make deposits and withdrawals with a simple scan of your iPhone. Some banks have been slow on the uptake when it comes to adopting Apple Pay, but by and large, you can scan a

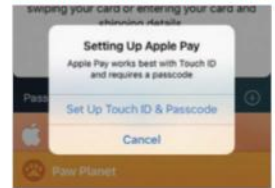
whole range of debit and credit cards into the Wallet app.

Adding cards is easy, and even if your card is well used and unable to be scanned, you can still add your details manually into the app. It's then a simple case of confirming all your extra details and you're good to go. Similarly, there's also full support for various reward cards and coupons, particularly useful if you're a seasoned Starbucks drinker. When browsing the Wallet menu, you can see all your stored reward cards and coupons at the bottom of the app, and a quick double-tap on one of them opens it up. Within these listings are separate QR codes, which form the basis of your payments. One of the coolest features of storing reward cards within the Wallet app, is that you'll then be able to see your points total for any given card, giving you a rough idea how much you've been earning with it.



If your card is well-used, select the 'Manually Add Details' option to get your card details into the app

## Add a new card to your Wallet



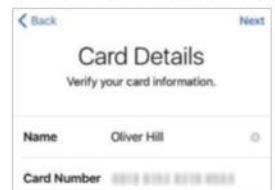
### 1 Enable Touch ID

Press on the + icon and then enable Touch ID.



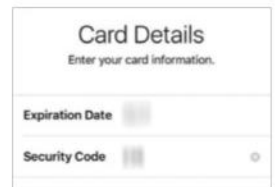
### 2 Scan your card

Use the viewfinder to scan your card details.



### 3 Edit details

Make any necessary changes to the name or card number.



### 4 Finalise your details

Confirm both the security code and expiry date.



# Maps

Use the Maps app to search for and find directions to a location in both graphical or textual form

## You'll use it to...

### Enter a search

Search for and find your chosen location

### Get driving directions

Get a great series of driving directions

### See a Flyover view

Obtain a 3D, aerial flyover view

### Zoom in

Double-tap on a map to zoom in

### See more info

Press on a label to find out more info

### Print directions

Print out a useful set of directions straight from your device

## Find your way around the world

Maps on your iPhone provides you with a real-time map that can offer turn-by-turn directions that are dictated as you travel. There are also interactive 3D views plus an amazing Flyover feature. The entire world is open for examination and you can use the spread gesture to zoom in for even more detail.

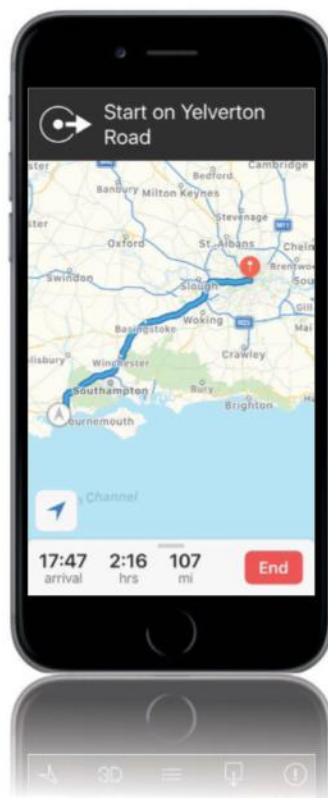
## Navigating Maps

The Maps app has enjoyed several new iOS 10 enhancements to make it even easier to navigate between locations and discover what's around you. For example, when you have selected a start and an end point for a journey and are getting directions, you can swipe the menu in the lower-left corner upwards (Fig 2) to get an overview of the journey and discover where, for example, the nearest petrol station is along the way. This menu also provides handy audio directions (it is powered by TomTom) and other useful information such as your expected arrival time. Another useful feature is weather advice. The Maps app now incorporates information from The



**Fig 1 (above)** If you want to jump between global points, it's easy to rotate the Earth over multiple axes

**Fig 2 (right)** Swipe up to reveal interesting new details about your journeys...



Weather Channel, so whenever you are travelling you will be able to see what the weather is like there. If your vehicle features CarPlay or Bluetooth, a pin will automatically be dropped when you park up so that you'll be able to find your car again easily. How cool is that?



## What's nearby?

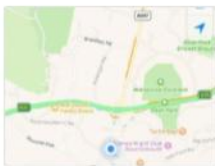
While exploring a destination, the new 'Nearby' feature, accessible by tapping on the search field at the top of the interface, will show you a list of quick categories, including Food, Drinks, Shopping,

Services, Fun and Health. Tap on a category to get a rundown of more in-depth listings. For example, under 'Food' you will be treated to a list of popular restaurants, grocery stores, fast food outlets and cafés. This feature makes it incredibly easy to get your bearings and see all nearby places of interest upon arriving in an unfamiliar destination, eradicating the switch between apps dedicated to this cause. Additionally, from iOS 9 onwards public transport info is available for certain cities.

## Get directions

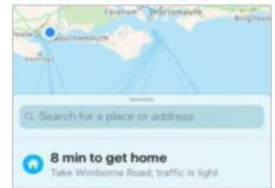
Once you have found your required location, press on the pin to reveal the banner. Then press the 'Directions' button on the bottom of the screen, or, if you are using an iPad, on the top-left corner of the screen. A drop-down window will reveal your chosen location and three modes of transport: Drive, Walk and, if applicable, Transit (if not, Apps).

Once you have selected how you want to travel, a visual route will appear on the map and each individual step of the journey will be displayed in a list to the left. You will often be presented with



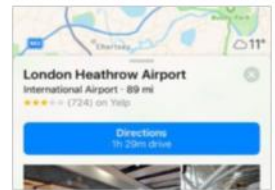
Tap the compass point icon in the top-right corner to jump straight to your current location

## Bookmark a place



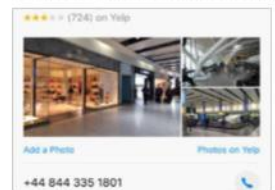
### 1 Directions

Write in a place in the bar to search for it and get directions.



### 2 Routes

Choose your preferred route to start your journey.



### 3 Information

Tap the location you're headed to for reviews and extra information



### 4 Bookmark

Tap the heart icon to add this location to your favourites.

## The apps



**Fig 3** The 'Flyover' feature can produce some highly complex 3D objects

## Maps

multiple routes to the same destination (alternate routes will be displayed as less prominent blue lines on the map), so tap on an alternative if required.

### Turn-by-turn navigation

Once you have worked out a suitable route for your journey, and a breakdown of the various steps is displayed at the bottom of your screen, you will see a 'Start' option at the bottom of the screen. Tap this and your iPhone will turn into a sophisticated satnav device. Maps follows your progress as you go and dictates turn-by-turn directions to guide you towards your destination. You can turn this feature off by tapping the 'End' or 'Cancel' option in the bottom panel on the screen.

#### Extra info

Tap on the names of places to learn more and get Yelp reviews

#### Nearby

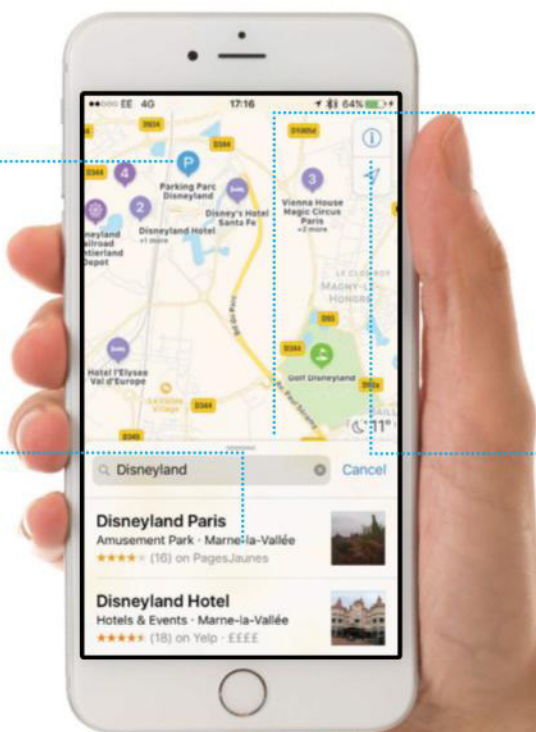
The enhanced search feature presents quick categories to help you find places near you

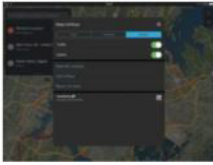
#### Search bar

On the top right-hand side is the search bar to search for any location in the world

#### Map options

Tap on this 'i' icon to access various map options, including those to change the style of map displayed





Tap on the 'i' icon and use the 'Show/Hide Labels' option to layer information on the map

## Standard or Satellite map views

When you are viewing a map location, there are two main ways that this information can be presented. If you want to see the most realistic view on the location, you should select the 'Satellite' view. This produces a bird's-eye viewpoint, which is the most realistic of the three, showing true-to-life features such as major landmarks and landscapes plus rivers and roads.

On the other end of the scale is the standard 'Map' view, which provides you with a similar view as you might see on a paper map, including road names plus the names of areas and indications of landmarks such as parks, schools, shopping centres and more.

## Flyover

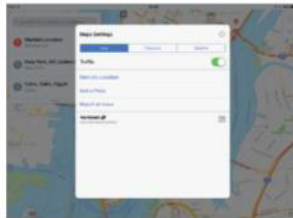
With the 'Flyover' feature in Maps, you can see a selection of major cities from the air with photorealistic, interactive 3D views (Fig 3). The feature is not available for the entire planetary surface, but more cities are constantly being added. The feature enables you to explore cities in high resolution via zoom, pan, tilt and rotate gestures. If the city you are exploring is available in Flyover mode then the option will appear at the top of the interface.

## Access the different map views



### 1 The corner

Press the 'i' in the top-right corner of the map to expose the map menu.



### 2 Change the style

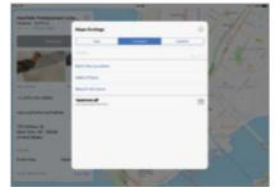
There are two map styles accessible by tabs at the top of the menu.

## Use public transport



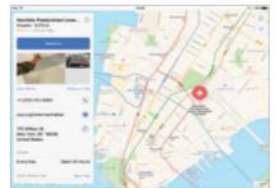
### 1 Tap the 'i' icon

Tap the 'i' icon in the top-right corner of the map screen.



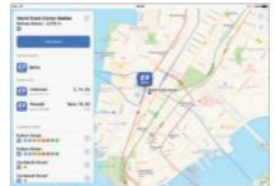
### 2 Select Transport

Tap on the 'Transport' tab within the menu and then close it.



### 3 Transport routes

All of the available public transport routes will be added.



### 4 Select a station

Tap on a station to view departure times and connections.





### You'll use it to...

#### Search the internet

Surf the web and scour Twitter

#### Find information

Get weather reports and Wikipedia facts

#### Enable system toggles

Turn on Bluetooth, Wi-Fi and more

#### Make phone calls

Tell Siri who you want to chat to

#### Set up meetings

Make entries in your Calendar app

#### Get directions

Ask how to find your way somewhere

## Siri

# Siri

Speak to your iDevice and assign it a host of tasks to make your life easier

### Your personal assistant

Siri lets you control your iPhone using the power of voice (Fig 1). Activate this personal assistant, then ask it to search the web, change preferences, find locations and open apps.

### Search with Siri

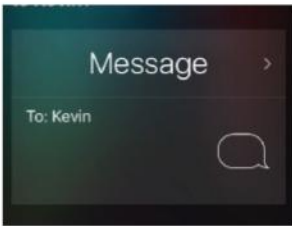
Searching with Siri is perhaps its most useful function. Simply open Siri and ask it to find something on the web by dictating the search term – Siri will then give you a button that lets you perform your internet search. There are some useful key phrases to bear in mind, however. Before your search term, you can say “search for Bing/Google/Yahoo!” (Fig 2) and Siri will approach these search engines in order to find the results. By default, Siri uses Bing. If you want an image, just say “Find me images of X”.

Search is not restricted to the internet, however. By saying “What’s the weather like in X?” or “What was the Liverpool score?” or “Find X”, Siri will give you a summary, a scoreline or a destination. Siri looks for tweets and emails, too (say “Find email from [name]”).



Fig 1 (above) The Siri app lets you ask so many different questions

Fig 2 (right) You can search the web using Bing, Yahoo! or Google



### Communicate with ease

You can send a message via Siri. All you need to do, for example, is say “Text Jane Wallace and say I will be late” and the message will be formulated, ready for sending. You can send an email with the term “Email [name] and

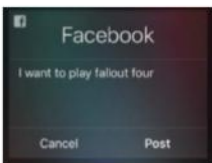
write [message]”. It will even ask you for a subject. Need to make a call? Siri hooks up to your Contacts so it is very easy to do this. All you have to do is say “Call [name]” and Siri will find the right contact and connect you to him or her within seconds.

### Packed with features

The list of instructions that Siri can perform is near-endless. As we have noted, Siri is capable of finding sports scores but it can also find films. If you say the name of a film then it will quickly find references to it, pulling information from the Rotten Tomatoes website and showing you details that include director, stars and running time.

Siri also comes into its own when looking for directions. Make sure you have Location Services turned on for Siri under Privacy in the Settings app and then say “How do I get to [location]?” Siri will open the Maps app and show you the route. You can also ask for specific places from restaurants to other businesses.

Indeed, there is so much that Siri can do. You can play a song just by giving the name of it and you can schedule meetings (“Set up a meeting with [name] at 8am tomorrow” will place the entry in your Calendar). You can also set an alarm (“Set alarm for [time]”) and turn it off again. Plus you can post to social media by saying “post to Facebook” or “Tweet [message]”.



To post to Facebook or Twitter, you will first need to set them up within the Settings app

### Send an email



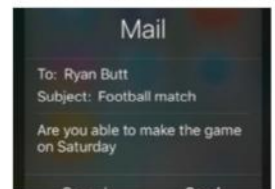
#### 1 Start email

Say “Send an email to [name]”. Siri will ask for a subject.



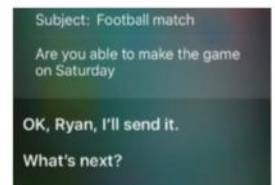
#### 2 Compose message

Tell Siri the subject and then begin dictating the message.



#### 3 Check the message

Siri will show you the message and ask if you want to send.



#### 4 Send message

If you want to send, say “Yes” and it will be sent to the recipient.



## You'll use it to...

### **Make video calls**

Talk face-to-face with friends and family

### **Talk to other devices**

Call from iPhone to iPad or MacBook

### **Switch cameras**

Easily switch from front to rear cameras

### **Call for free**

FaceTime calls are free of charge

### **Use FaceTime on TV**

Great for making group calls

### **Add favourites**

Create FaceTime favourites



**Fig 1 (above)** FaceTime gives you an easy way to chat with friends and family

**Fig 2 (right)** Make sure FaceTime is turned on in the Settings app first

## FaceTime

# FaceTime

FaceTime is ideal for talking to your friends, family or colleagues in real-time via video link

## Chat face-to-face

FaceTime allows you to undertake video calls with another user of a compatible Apple device: iPad, iPhone, iPod touch, MacBook and iMac. The app also includes a picture-in-picture facility while you're talking (Fig 1), so that can see how you look to the other person.

## Call a contact with FaceTime

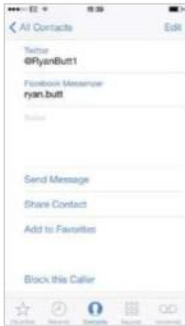
To enable you to use FaceTime, you will initially need to set up an Apple ID, if you haven't already obtained one. You'll also need a Wi-Fi connection or cellular 3G/4G link that can connect you to the internet for the app to work.

When you open FaceTime, you may be prompted to sign in using your Apple ID or to create a new account. Before you can make your FaceTime call, tap the Contacts app and find the details you require. Then choose a name and either tap that person's phone number or their email address, either will do to open FaceTime.

When making the call, you can use your iPhone or iPad in either landscape or portrait orientation. It is advisable, however, to lock the rotation before you make your call to avoid disturbing orientation changes during



your chat. If you have recently called a FaceTime contact, you can call them again quickly by visiting the Recents section found within the Phone app. You will see a small video-camera icon placed next to the contact.



## Add Favourites

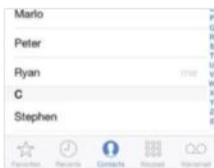
Using the FaceTime app is similar, in practice, to using the Phone app. You can make calls, interact with callers, respond to the Recent list of missed calls and so on.

In a similar way, FaceTime will also require, at some point, time-saving additions that will speed up the process. Saving your contacts to a Favourites section, for example, may prove to be useful. To add a favourite, go to a contact in your list, select them, and then tap the Add To Favourites option. You will then be asked if you would like this favourite to be a voice call or FaceTime favourite. A star icon will appear against their name in the contacts list from now on, and you'll also find them under the Favourites shortcut, at the bottom of the screen in your Contacts app.

## Chat on multiple devices

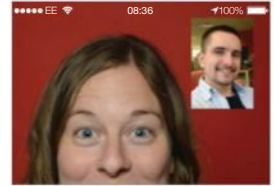
One of the more useful features of the FaceTime app is its ability to be used in between devices. Not just devices of the same type, either. While you can easily utilise FaceTime between iPhone and iPhone, you can also use it between an iPad and iPhone, iPhone and iMac and iPhone and MacBook.

There are slight differences in how communication is initiated, however. The requirement of an Apple ID is constant but, in addition, you will need a phone number if you want to call an iPhone. To call an iPad, iPod touch or Mac, you can use an email.



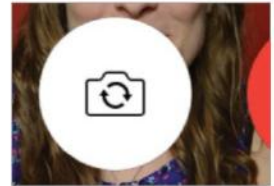
To FaceTime a Favourite from the list, simply tap on the name in the Contacts app

## The FaceTime controls



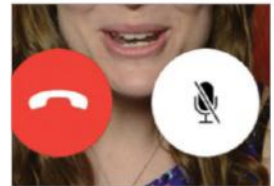
### 1 Picture in picture

Look at the small image to see what your caller can see.



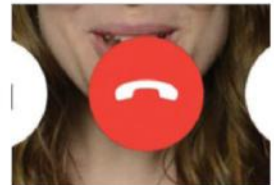
### 2 Switch cameras

Toggle the camera so your caller can see what you are seeing.



### 3 Mute

Press the icon and the other person will not hear your words.



### 4 End call

To end the call, press the red End button.



### You'll use it to...

**Take photos**

Capture amazing images

**Use grids**

Compose shots to "rule of thirds"

**Turn on flash**

Brighten up your subjects

**Take selfies**

Make use of the front-facing camera

**Allow auto-focus**

Simply point and shoot if needed

**Apply filters**

Use special effects before shooting



**Fig 1 (above)** Take stunning photos using nothing more than your iPhone

**Fig 2 (right)** The grid needs to be turned on via the Settings app

## Camera

# Camera

Discover how you can take incredible pictures on your iPhone

### Take photos on the move

The release of iOS 9 revolutionised the Camera app, giving the user greater control over the camera's focus position, ISO, shutter speed, tint and temperature. Apple's new 'smart composition' tools also let you automatically straighten horizons and tweak the light in the photos without the need for third-party apps.

### Shoot photos

Taking photos is easy. First of all, though, decide if you want a grid to help you line up your shot. This is accessible via Settings> Photos & Camera. Slide the Grid option to On. Now let us look at the four ways you can activate the camera. You can open it directly from the Camera app, but also by sliding up the Control Centre and using the icon found there. You can access it direct from the Lock screen and even ask Siri to open it for you.

If you are ready to take a shot, position the iDevice so that your subject is lined up. When you are satisfied, tap either the shutter icon on the screen or press the volume button to take a shot. It will be displayed in the left-hand corner of the





screen and tapping this will allow you to see it. Using the volume button means you can create a more stable shot since you are not pressing down on the screen.



### Switch modes

You can use one of five modes within the Camera app. Decide which mode you want by sliding left and right through the options for Video, Photo, Square, Pano, Time-Lapse and if you have an iPhone 6

or 6s, Slo-Mo. The Time-Lapse mode allows you to take photos at dynamically-selected intervals to create videos, the results of which can be very fun.

### Shoot videos

In Video mode, by pressing the red record button you can start to film footage. The counter at the top of the screen tells you how long you have been filming and you can stop by re-pressing the record button at any time. It is also possible to take a recording of yourself by switching the front-facing camera towards you. If you have an iPhone 5s, the Camera app adds the ability to film in Slo-Mo which is at 120 frames per second. You can slow the resulting clip or parts of it when you play it back and edit it.

### Add effects

You can add effects to any shot before you even take it. By tapping the three-circled icon in the bottom right-hand corner, a list of effects will be shown. These include mono, tonal, noir, fade, chrome, process, transfer and instant. All of these are only available on the iPhone and you only need to tap on them to choose. The Filters



You can zoom into a subject when you are taking a video using your fingers

### Panorama mode



#### 1 Line up a shot

Position your iPhone to the left of the shot. Press shutter.



#### 2 Move across

Now move continuously to the right across the shot.



#### 3 Slow down

Don't go too fast. The iPhone will tell you to slow down if you are.



#### 4 Keep going

When you reach the end, the shot is saved.

## The apps

### Camera



**Fig 3** There are lots of different effects available, applied in real time

icon will change from black to colour when it is activated so that you know the filter has been turned on. To turn it off, just choose 'None' from the effects.

If you do not turn it off, then it will remain on your camera. This is great if you want to take lots of shots using the same filter. By allowing you to apply effects before snapping away, you are able to negate having to go through a cumbersome post-production process. Filters are not available for videos or for panoramic mode but you'll find there are plenty on offer to meet your needs with the normal photos you'll be taking with your iPhone. It is also worth pointing out that you can only use a live filter if you own an iPhone 5 or newer.

#### Front-facing

Tapping here will let you switch between the front-facing and the back-facing camera

#### Flash

Tap this icon to change the flash from auto to on or off depending on your circumstances and needs

#### Effects

The effects button lets you apply all manner of cool effects before you take a shot

#### Shutter

On the 5s and later models, tapping and holding the shutter button puts it into burst mode, taking up to ten pictures a second





Tap the timer icon at the top of the screen to set a delay on taking the picture. Ideal for selfies!

## Flash and HDR

It may seem that the iPad's camera app is inferior to the iPhone's. In some ways it is, but it remains a brilliant offering nonetheless. We mention this because the iPad itself does not have a camera flash, whereas the iPhone does. There are three modes for the flash, each of which you can access via the icon in the top left-hand corner. You can choose from On, Off and Auto. When you press the shutter button, the flash will go off every time if you have it on, never if you have it off and whenever it is needed when in auto.

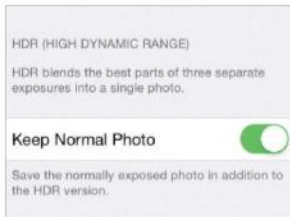
What both the iPhone and iPad do have, however, is HDR. It stands for high dynamic range and it gives you realistic-looking images. Turn it on using the option to the right and position the camera ready to take a photo. A series of three shots will be taken and each will be at a different exposure. The best parts of each are combined. When you go to the Photos app, you can view the different elements of the image and see the single shot that has the best combined details. HDR ensures that you will also get the best possible shot at any one time and it will make your photos feel much more professional as a result.

## Using HDR



### 1 HDR options

Go to Settings>Photos & Camera and scroll to the bottom of the screen.



### 2 Normal or not

You can now choose whether to keep the normal photo as well as HDR.

## Hold to focus



### 1 Position the shot

Line up your shot via the Camera app in any of the modes.



### 2 Tap screen

Now tap on the screen in the area that you wish to focus on.



### 3 AE/AF Lock

A yellow box appears. You can also make use of the AE/AF Lock.



### 4 Make adjustments

Move the light slider up or down to adjust the tint of the image.



## You'll use it to...

### View your images

See photographs in stunning clarity

### Zoom in on pictures

Use your fingers to get extra detail

### See thumbnails

View images at a glance

### Share photographs

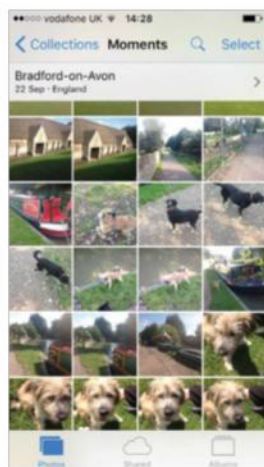
Send images via social media or mail

### Print images

Create a hard copy of any photo

### Produce a slideshow

Have images automatically display



**Fig 1 (above)** All of your images are displayed as thumbnails so you can jump to any photo quickly and easily

**Fig 2 (right)** You can make photographs appear in the full iPhone screen by tapping a thumbnail in the Camera Roll

## Photos

# Photos

Use this app to keep your precious photos in perfect order and browse them with ease

## View your images

Images which you take via screenshots, from the web or using the built-in camera, automatically appear within the Photos app. These are then available to you within one handy place, allowing you to scroll through them and see thumbnails for easy access.

## The Camera Roll

When you take a photograph using your iPhone's camera, it will appear in your Camera Roll, a section in the Photos app on the iPhone. It is also possible to see the Camera Roll by opening the Camera app and tapping the icon in the bottom left.

If you want to view an image in your Camera Roll, you can do this one of two ways: either go direct to Photos by tapping on the app on the home screen or view your shots via the Camera app. Then tap on one of the images to instantly bring it up on the entire screen and flick left and right to go through them.

When viewing a photo or video in the Camera Roll album, you can also tap the screen to bring up some controls. This will allow you to edit, share or even delete



an image. You can also go back to your Camera Roll to view the thumbnails again for quick selection. You can also view a slideshow of all your photos by tapping the Share icon, selecting images and then hitting the Slideshow button.



### AirPlay

You can view photographs from the iPhone on an Apple TV, a low-priced set-top box for your television. This is done via AirPlay which is built in to your iPhone. Both your iOS and Apple TV devices need to be on the same Wi-Fi network. You then open Photos,

tap the Share icon followed by the AirPlay button. Choose your Apple TV and the photos will be beamed straight to it.

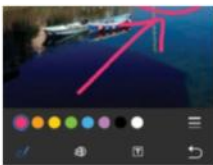
### Photo Stream

The Photo Stream pulls in photographs from a variety of sources. You are even able to take a photo on another device, such as an iPad, and have it appear on your iPhone via iCloud. The Photo Stream is also the place where imported photos from a digital camera will go. You can also sync with Photos on a Mac.

Indeed, iCloud is a brilliant manager of your Photo Stream and your last 1,000 photos are held. When you want to touch up photos or keep them, they just need to be saved to the Camera Roll.

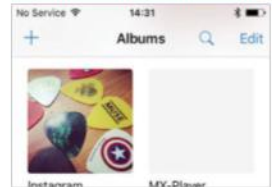
### Slideshows

When you take photographs, it is with the intention of viewing them later on to relive the memories for yourself, or show them off to friends and family. While you can open individual photos one by one and show people, you can also create a slideshow. This will play automatically, so people can view them without intervention. It is



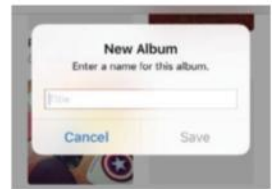
Enter Edit mode, tap the circle icon and choose Markup to annotate your photos

### Create a new album



#### 1 Tap Plus

When in Albums, tap the '+' icon in the top-left corner.



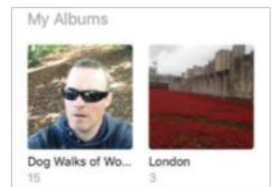
#### 2 Add Album

In the top left-hand corner, look for the + icon, then tap it.



#### 3 Choose images

Next, select images to add to your new album. Tap to select.



#### 4 Finishing up

When you have finished, tap 'Done' to create your album.



## The apps

### Photos

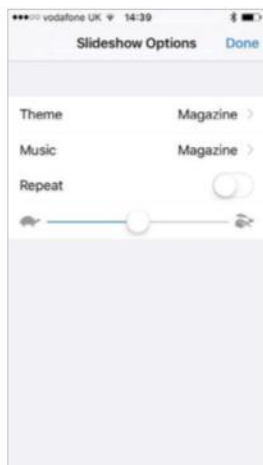


Fig 3 The slideshows allow for music and snazzy visual transitions

#### Shared

Thanks to iCloud, you can share images and albums with other people to form collaborative memories. The people you share with can also add their own images

#### Memories

New with iOS 10 comes Memories, whereby Siri groups together images and movies from particular times into magazine-style presentations

#### Photos

Any photos that you take with your iPhone Camera app or images that you save from attachments or Safari will be stored here

possible to customise your slideshow and really make it your own by adding transitions and background music. All you have to do is open up the Photos app, open a photo, tap the Share icon and then choose Slideshow. You can select to turn Music on and find a piece to play from the music that is stored on your device. You can also choose your preferred slide transitions, ranging from visual dissolves to origami effects. These will give your slideshow an interesting and more polished feel.

When you have finished, simply tap Start Slideshow and it will begin to play all of the photos in your Camera Roll from the start. You can open specific albums and play images from there if you want a more targeted slideshow. This is great for showcasing your holiday snaps, for instance.



#### Search

Enter keywords, dates, places and people's names to search your photo database for possible matches



Use the built-in grid guidelines when you are cropping to centre your photograph perfectly

## Edit your photos

Are your shots looking a little shabby? Do they need a bit of a lift? You can easily make simple and subtle enhancements from within your Photos app to really make your favourite images shine.

To get started with your editing, open up a photograph and tap the edit icon at the bottom of the screen. This will then take you to the editing mode, which offers you simple-yet-effective techniques to improve your images. The features available range from rotation to enhance, red-eye removal and crop.

Pressing rotate will flip your image by 90 degrees. Keep tapping to rotate it back to the original image. Crop places a series of lines across your image and allows you to trim away the excess for a perfectly composed capture. You can also tap on the lens icon to add fancy filters to your images and, if you tap the dial icon you can make intricate changes to the colours of the image. By tapping on each category you will display a further series of related components to tweak. By using these techniques, you will be able to make some small alterations to your photographs that can make a big difference to their appearance. Images are then saved to your Camera Roll.

## Make photos instantly better



### 1 Find an image

Locate and select a photo you would like to apply edits to and tap Edit.



### 2 Tap Enhance

Tapping the Enhance wand icon will give your photo an automatic lift.

## Use the Shared Photo Streams feature



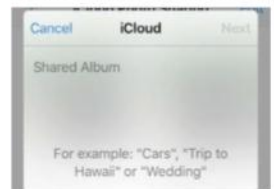
### 1 Find Photo Stream

Tap the Shared option (the centre tab at the bottom of the screen).



### 2 Add a stream

Tap the '+' icon in the top-left corner to create a new stream.



### 3 Fill in details

Type the iCloud email of the person you are sharing with.



### 4 Create

Tap Create. Open the album and tap Add Photos.



## You'll use it to...

### Browse news sources

Pick the sources that matter to you

### Read your digest

All the stories from all of your sources in one handy place

### Share stories

Alert your friends to the top stories of the day

### Save stories

Save the most gripping stories for later when you have time to enjoy them



**Fig 1 (above)** The news from your preferred sources will be presented in your own personal feed

**Fig 2 (right)** Tap on a previewed news story to read it all in its entirety

# News

Take a tour of Apple's one-stop shop for keeping up with current affairs

## Your digital digest

The News app, which replaced the Newsstand app when iOS 9 was released, provides an essential digest for all of your favourite news sources, and it has been lavishly redesigned in iOS 10. By accessing all of the news that matters most to you through one app, you're saving yourself the time it would take to access each source's respective app individually (Fig 1).

## Setting up

When you first launch the News app you will be invited to pick a handful of your favourite news sources from an extensive selection. These sources will provide the content for the app, but you can add more at any point or remove sources later that you feel aren't doing the trick. All of the content from the sources you pick will appear in the 'For You' section of the app. As all of the content is updated regularly, you can swipe down while in the 'For You' view to refresh the content and update your feed with



new stories when they become available. When you see a story that you want to read, tap on it and you will be able to read it in its entirety using the full screen of your device (Fig 2). Tap the arrow to return to the main digest.



### Your sources

To view your current preferred news sources, tap on the 'Favourites' section at the bottom of the interface and they will all be displayed on screen. Tap on a source to only display the news from that particular source. For example, if you want to mine straight to the music news, tap on the NME source, or suchlike. You can also tap on the 'Edit' option in the

top-right corner to remove certain sources from your collection if you find that you no longer read the news that they provide. Your news, your rules. If you want to receive notifications when a new story is published from a particular site, tap on the bell icon in the top-left corner of the interface and you will be able to choose which channels send you notifications.

### Explore new news

Like we mentioned earlier, you can add extra news sources to your feed that you didn't pick initially. To do this, tap on the 'Explore' section at the bottom of the interface, which will provide you with a range of suggested channels, suggested topics, plus an extensive list of general categories so that you can select to see even more sources that specialise in that field. To add extra sources, simply tap on the '+' icon next to the respective source. Any sources listed that you have already included in your field will be marked by a tick icon.



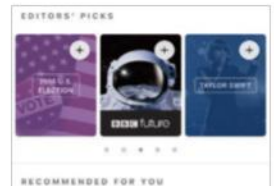
Tap on the 'Search' option to see a list of the current hot news topics that are currently trending

## Setting up



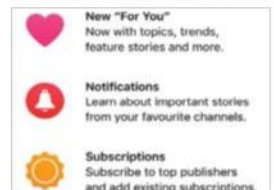
### 1 Getting started

Launch the News app and then tap on the 'Get Started' option.



### 2 Pick your favourites

Scroll through the various news sources and select at least one.



### 3 Sign yourself up

With sources selected, tap 'Done' followed by 'Sign me up'.



### 4 Your news digest

Based on your picks, the latest stories will be presented.

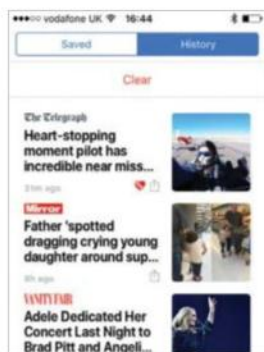
## The apps

### News

#### Reading news stories

If you want to read the full content of a story that appears in your feed in the 'For You' section, tap on it to open it full screen. This will also present a selection of additional features. As always, you will see the 'Share' icon – tap this to share the current story through the usual array of sharing options, including your social networks. You will also see options here to open the story in Safari and add it to your Safari Reading List.

Tapping the heart icon will mark the story as a Favourite, making it easy to pick out in the digest of stories. Better still, you can tap on the bookmark icon, which will save the story. This is particularly useful if you come across a story of interest but don't necessarily have the time to read it. Once a story has been saved, you can then



**Fig 3** You can save stories to read later or find previously browsed content under the 'History' tab

#### Your news

The News app tailors your feed to meet your particular needs and requirements, so you only have to read the stories that are important to you

#### Share

You can share news stories through the usual variety of methods or even save them to your Safari Reading List



#### Save news

Tapping the bookmark icon will allow you to save a particular news story to the 'Saved' section, making it easy to pick up where you left off when you have time to read

#### Mark stories

If you tap this heart icon then you will mark the story as a Favourite, making it much easier to spot within the news feed





Swipe left on a story in the 'For You' section to bring up quick options to 'Love', 'Share' and 'Save' it

tap on the 'Saved' section at the bottom of the interface to take you to the list of your saved stories. This is useful as you don't risk losing the story in the avalanche of new content that is regularly refreshed into your feed.

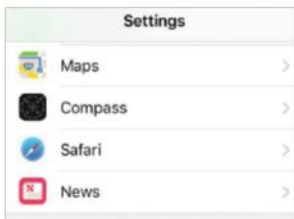
The 'Saved' section also includes a handy 'History' tab that you can tap on to see all of the stories you have read. So even if you forget to save a story, you can still find it with relative ease through this section (Fig 3).

## Searching for news

The only other section within the News app that we haven't really touched on yet is the Search facility. When you tap on this you will initially be presented with a list of all of the news topics that are trending throughout the world. However, if none of those tickle your fancy then you can enter keywords into the search field to find what you're really looking for.

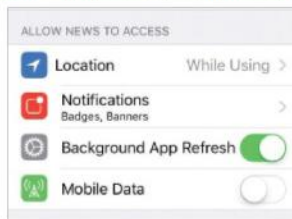
As you enter keywords you will be presented with top hits that nail your desired topic head-on or secondary topics that feature one or more of the keywords you have entered. Simply tap on one of the topics to reveal the content.

## Enable background app refresh



### 1 Go to Settings

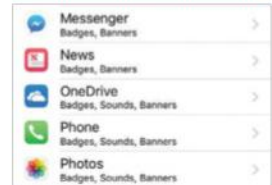
Launch your Settings app and then go to the 'News' section.



### 2 Enable the option

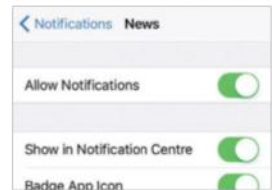
Enable the 'Background App Refresh' option to update content constantly.

## Get News notifications



### 1 Go to the Settings

Go to Settings, tap on 'Notifications' and select 'News'.



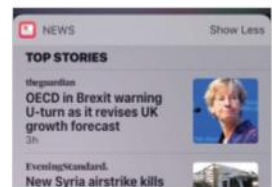
### 2 Allow notifications

Move the 'Allow Notifications' slider to the 'On' position.



### 3 Enable widgets

Also, swipe right, scroll down and hit 'Edit' to access new widgets.



### 4 View headlines

Add the News widget and you can see the latest headlines...



## You'll use it to...

### Buy books

Access the iBook Store

### Read fiction

Flick through thousands of novels

### Scour textbooks

Become more educated

### Save your PDFs

Place PDFs in iBooks

### Search through books

Find specific terms in books

### Enlarge text

Make books comfortable to read



**Fig 1 (above)** Take your book library with you wherever you go

**Fig 2 (right)** The iBook Store is packed with all kinds of books and you will be spoiled for choice

## iBooks

# iBooks

Enjoy a good read without having to trek to the library, and save some trees at the same time

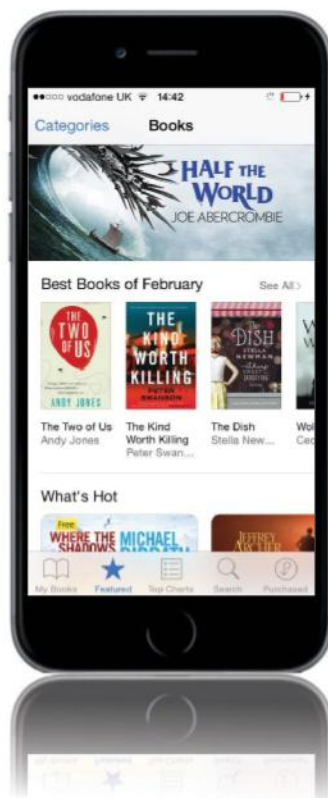
## Read books on your device

Using iBooks, you can not only browse books and buy them in the iBook Store, you can also read them on your iDevice and take advantage of great search facilities. The app puts an entire library of books at your fingertips.

## The iBook Store

The iBook Store is the place to go to choose from thousands of books to buy and download to your device. The store is packed with all kinds of different genres, both fiction to nonfiction. The way you access the iBook Store changed back in iOS 8. Now you can access it by tapping icons at the bottom of the interface. Tapping Featured icon will bring up the main store home page, which shows a selection of books on sale as well as any promotional offers.

You can search the store by tapping the Search icon at the bottom of the screen or you can tap on the Categories option in the top-left corner of the Featured page. You can also see the Top Charts by tapping on the respective icon at the bottom of the iBooks interface. If you have another iOS device and



you buy a book from the iBook Store on it, you can have the book download to your other iDevice at no extra cost. To do this, tap on the Purchased icon and then tap the cloud icon on a book.



## Sample/buy a book

To buy a book, search for the one you want and then tap it. An information page will appear showing you the book description, ratings and reviews and any related books. Standard book information is also shown.

As well as being able to share the information via Mail, Twitter and Facebook and even copy the link, you have two choices. You can sample the book or buy it.

Tapping Sample downloads a small section of the book to your iPhone or iPad for you to read. Tapping the price will prompt you for your Apple ID and this will then download the whole book to your device.

## Navigate an ebook

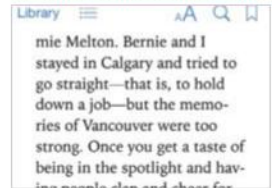
When you are in your iBooks Library, simply tap on a book you want to read and it will open. By flicking your fingers left and right you are able to go back and forth between the pages. You will also see a scrub bar at the bottom of the screen. Scrubbing through this lets you jump directly to a page, the number of which will be displayed below, along with the total number of pages in the book.

At the top of the screen, you will see more options. These include the ability to go back to your Library or select one of the book's chapters. You can adjust the text size and search for certain words and phrases but, handily, using the right-most icon, you can bookmark pages, too. Users can even use the highlighter tool to mark important pieces of text.



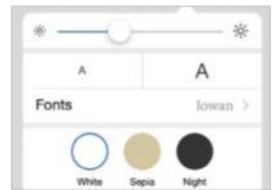
On an iPhone 6s you can use 3D Touch on a book cover to preview, open and download a book

## Activate Night mode



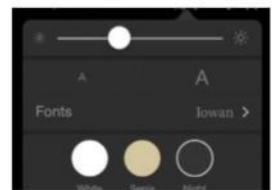
### 1 Find a book

Open a book you want to read at night and tap the font option.



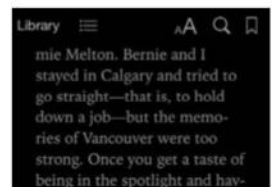
### 2 Select Theme

Select the Theme section on the box. Click Sepia.



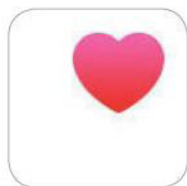
### 3 Select Night

Tap on the Night theme and the screen goes dark.



### 4 White on Black

The effect is white text on black. Or select White or Sepia.



## You'll use it to...

### Link health info

Get data from all of your fitness apps linked to one place

### Monitor your health

Decide what at-a-glance info is displayed on your Dashboard

### Create a Medical ID

List all of your stats and health concerns

### Provide emergency info

Make your Medical ID accessible to other people

### Share data

Share your health info with others, like your doctor

### Determine data points

Choose which time-frame of info is shown



**Fig 1 (above)** The Dashboard is empty when you first launch the app, but you will be able to add services later

**Fig 2 (right)** Choose which information you want displayed by tapping on the Health Data icon

# Health

Apple's integrated Health app provides an easy-to-read dashboard for all of your fitness data

## A health revolution

The Health app is an incredibly helpful tool that helps you monitor and keep track of all of your essential health and fitness data. What's more, Apple has also created a new tool for developers called HealthKit, which allows all of the existing health and fitness apps to be linked to the service and work together to provide an accurate overview of your activity. The purpose of the Health app is to draw all of the data from all of your fitness-related apps together in one place so that your overall fitness and well-being is easier to monitor. When you first launch the Health app the main dashboard will be empty (Fig 1), but as you update your most-used fitness apps so that their latest versions utilise HealthKit, you will be able to tap

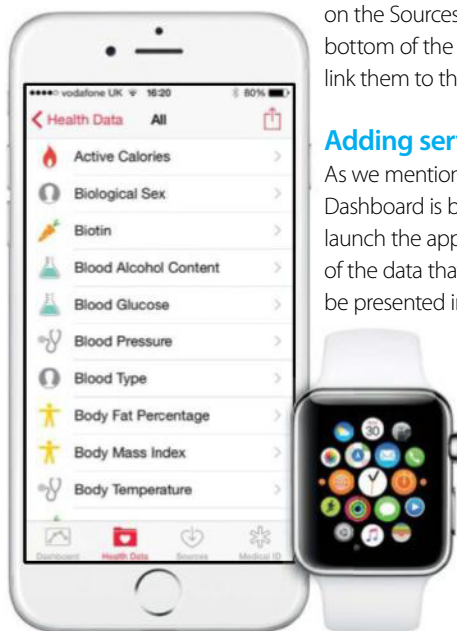
on the Sources button at the bottom of the interface and then link them to the service.

## Adding services

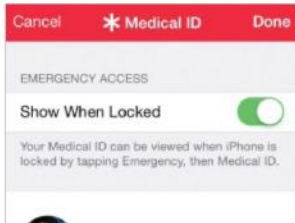
As we mentioned, your Dashboard is bare when you first launch the app – and indeed all of the data that will eventually be presented in the Health app

is drawn from other apps and services.

However, you can still decide exactly what information is displayed in your Dashboard by tapping on the



Health Data icon at the bottom of the interface. This will present a list of all possible measurements in regards to your body (Fig 2) which you can then tap on to reveal options regarding which aspects of the data you wish to have displayed in the Dashboard. Once you have determined this, move the 'Show on Dashboard' slider to the 'On' position and the data you requested will be added to the main Dashboard for easy referral.



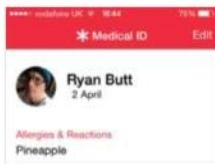
## Medical ID

Another aspect of the Health app is that you can create your own personal Medical ID, an emergency card with important health information (such as blood type or

allergies) that is available from your iPhone's Lock screen and easily accessible should you ever need to relay this information to other people in a hurry. You can create a Medical ID by tapping on the icon in the lower-right corner of the app and then filling in all of the required data. Before you finish, make sure that the 'Show When Locked' slider at the top of the page is set to the 'On' position and then this will ensure that your Medical ID can be viewed when your iPhone is locked by tapping 'Emergency' followed by 'Medical ID'.

## Sharing your information

Another great aspect of the Health app is that by tapping on the Health Data icon and choosing the 'Share Data' option, you can opt to share your personal health information with other people to whom it may concern, such as your doctor. The service works incredibly well and provides an easily accessible overview of your health and fitness whenever you need it.



Add extra info to your Medical ID by selecting it and tapping 'Edit' in the top-right corner

## Send an email



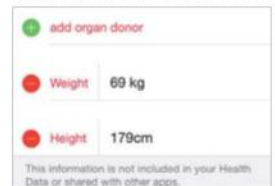
### 1 Tap on Medical ID

While in the Health app, tap on the Medical ID icon in the lower-right corner of the interface.



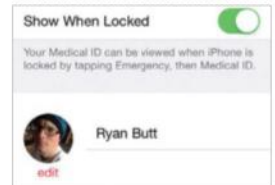
### 2 Start creating

Read all about this aspect of the service and then tap on the 'Create Medical ID' link.



### 3 Enter information

Scroll down through the form filling in any information that may be applicable to the various fields.



### 4 Tap Done

When you have finished, move the 'Show When Locked' slider to 'On' and then tap 'Done'.





# iCloud Drive

The easy way to store all of your presentations, PDFs, and other documents and access them anywhere

## You'll use it to...

### Back up files

Keep all of your prized documents safely stored in one place

### Transfer files

Open files in other apps beyond the native ones that created them

### Shift files between devices

Moves files between devices with iOS 8 to 10, Macs on OS X Yosemite to macOS Sierra

### Work remotely

Continue working on your office presentation while you commute

### Collaborate

Share and collaborate on documents with your work colleagues

### Save instantly

Any changes you make to documents will be reflected on all devices

## Freedom to work

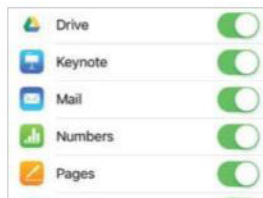
What iCloud Drive brings to the iPhone party is a robust and reliable cloud storage service that enables you to store all of your documents, presentations, spreadsheets, PDFs, images and more and access them anywhere in the world whenever you need them from your iPhone, iPad, iPod touch, Mac or PC. It's very much

like other cloud computing services such as

Dropbox and Google Drive, but it is built into the very fabric of your device's operating system, which means it is incredibly easy to use (Fig 1). To get started using the service, open the Settings app, select the iCloud section and then scroll down the list of enabled services. Tap on iCloud Drive and then choose the option to upgrade.

## Transferring files

To upload files to iCloud, simply drag them into the iCloud Drive on your Mac (running OS X Yosemite or later) or PC (running Windows 7 or later) or create a new document using an iCloud-enabled app on your iPhone (such as the Pages, Numbers or Keynote apps) which will be auto-uploaded to your iCloud account and subsequently be retrievable on the other systems



**Fig 1 (right)** All of your important files and documents can be stored in iCloud Drive for easy access

**Fig 2 (above)** Go to your iCloud Drive Settings to enable apps to use the service

mentioned above. Using iCloud means that you'll always have access to the latest version of all your documents from any device.

So if you start creating a document on your Mac at work, you can make the final edits at home later on your iPhone – and all of the changes you make will be automatically saved and reflected on all of your devices. To enable apps, launch your Settings app, tap on iCloud, then iCloud Drive and move the app sliders to on (Fig 2).

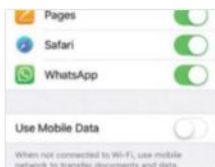
## Accessing files



With iCloud Drive, all of your files are made accessible outside the confines of the app that created them. So when you tap to open a file and choose your iCloud Drive as your source, instead of just seeing the files associated with

the app in question, you will see a document picker with folders representing all of the apps on your device (in theory anyway, the provision is that the developers of the respective apps must make these folders public, which should be done via updates – so check the App Store to see if the app whose files you wish to access has an update pending). Tap on one of the folders and you see the files contained in that app. Tap on one of those files and you will be able to import the file into the app, within reason.

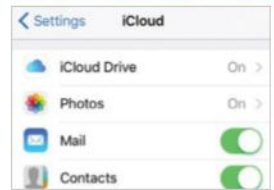
Once you have access to an external file, that file will remain accessible to the current app and to you. As well as opening files, iCloud Drive can also be used to import them instead. For example, if you wanted to bring slides from one Keynote presentation into another, the file with the additional slides could be imported instead of opened.



In your iCloud Drive settings there is the option to turn on the use of Cellular Data

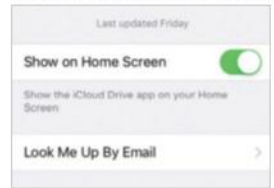
## The apps

### Show on Home Screen



#### 1 Go to Settings

Launch the Settings app and then select the iCloud option, then scroll down to iCloud Drive.



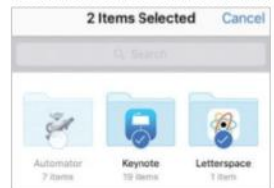
#### 2 Enable the option

Move the 'Show on Home Screen' slider to the 'On' position to create an iCloud app icon.



#### 3 Select iCloud Drive

An iCloud Drive icon will now be present on your Home Screen for easy selection.



#### 4 Manage files

Here you can view your files and manage them by tapping 'Select' and highlighting files.



# Pages

Get creative using Pages and put together some truly complex and visually enticing documents

## You'll use it to...

### Write countless letters

Create perfectly formatted letters to friends and family in any style you like

### Make flyers

Make posters, artistic flyers and other eye-catching documents in a few taps

### Use notes

Utilise footnotes, endnotes and take advantage of great word-count features

### Share your work

Once you're finished, you can easily share your creations via many different services

### Export your documents

Export your documents in various different formats for ultimate compatibility

### Use the templates

Create visually impressive work by using one of the included templates



**Fig 1 (above)** Pages is the ultimate word-processing solution for any iPhone user

**Fig 2 (right)** Flyers and reports take minutes to create and can be a highly professional-looking addition to a business

## A word processor on iPhone

Pages is a fully featured word processor which includes many attributes and full compatibility with popular document formats. Everything you need is built in to a wonderfully clean interface. You can download Pages for free from the App Store.

## Create invitations & reports

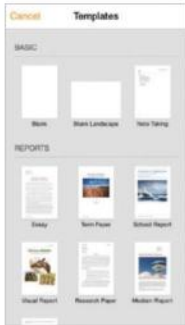
One feature included in the Pages app that almost no other word processor includes is the ability to create flyers, and to do so with a minimum of fuss. From the moment you open the app you are presented with a selection of templates, but you can also make one from scratch.

To make a flyer or an invitation, tap the + button at the top and select Create Document. Select Blank and a blank page to work on will appear. You can now type your message and hit the paintbrush to change the fonts and colours.

Any images you find in Safari can be saved to your Camera Roll and then pasted into Pages. You can now manipulate them by touch alone which will let you change the size of each image and even change the angle at which they are presented.



Reports are created similarly. You can copy rows and columns directly from the Numbers app or by hitting the + icon and embedding charts and tables directly into your report document. The possibilities are endless.



## Learn to work with the Apple-designed templates

The great templates that Apple has included in Pages are designed for you to manipulate however you wish.

Tap the + button on the front screen and then Create Document. Now select one of the templates that fit your project. Once you've chosen a template to use, you can tap any of the text and replace it with your own and even replace any image with one that

you would prefer to use. You can also move the images anywhere on the document and the text will automatically re-flow around it.

## AirPrint

Apple's AirPrint function is utilised in Pages to let you share any document you create straight away with an AirPrint-enabled printer. All you need to do is tap the spanner at the top of the screen and then select Share and Print.

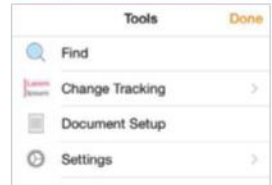
Now choose Print and then tap the Printer option in the next screen. Your iPhone will now search for a suitable printer and give you the option to print it immediately. No wires, no fuss and the most efficient printing experience imaginable.

All the usual features and options that you get when printing are also available, including the number of copies you would like and the range – whether it be the whole document or just certain pages you would like to print.



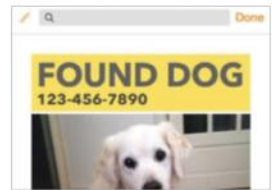
## Use the + icon at the top to add in some different media, tables and shapes to your documents

## Find and replace



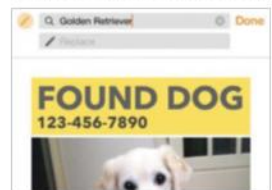
### 1 Use the spanner

Tap the spanner in a document and then select Find from the list.



### 2 Tap the pencil

A box will appear at the top. Tap the pencil icon to the left of it.



### 3 Time to type

Fill out the Find and Replace boxes with the relevant words.



### 4 Time to replace

Now choose Replace or Replace All as required then you're done.

## The apps

## Pages

### Working with images

Dealing with images when you're working in Pages is as natural as you could hope for. It almost feels futuristic once you have learned how to manipulate them to your desires.

Any image can be imported into Pages by simply copying it from your Camera Roll or saving it from the web first and then copying and pasting it. You can also tap the + icon when in a document and choose Media to copy any image in your Photos photo library to the document. It will be placed full-size in the document and so may look out of place at first, but this is where the magic happens.

Tap on the image in the document and you'll notice the blue dots around it; if you hold and pull any of them you can resize the image by touch alone to see what fits best. Using a finger and



**Fig 3** Images in Pages can be manipulated very easily by touch alone

#### Styles

You can choose from multiple fonts and many style options for your text

#### Images

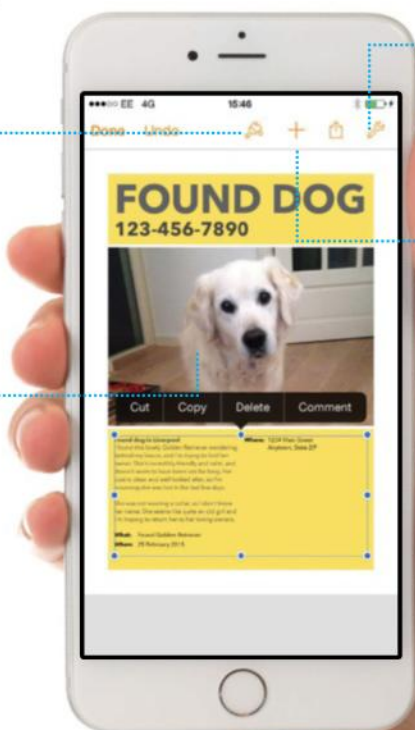
Images can be managed in any way you like and moved around the document with ease

#### Multiple settings

Many settings are available behind the spanner including document setup, print and more

#### Inserting media

Photos, tables, charts and shapes can all be inserted into a document with just a couple of taps





Tap the spanner icon and choose Document Setup to alter your doc header, footer and paper size

thumb you can rotate the image in any way and then move it into the exact position you want by simply sliding it. It really is incredibly easy to work with your images in Pages.

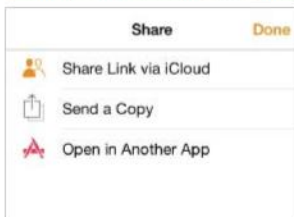
## Share your documents

You can share your documents easily in Pages and the process is as simple as everything else you will encounter in this superb app. Tap the share icon at the top and then check the various options available to you.

You can email the document and choose which format you want to send it in (PDF, Word or Pages) and then fill in the recipient's email address. The title of the document will form the title of the email so most of the work is already done for you.

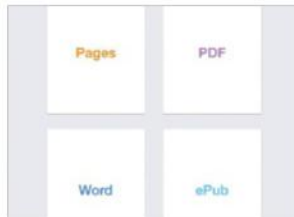
You can also copy the document to iTunes for safekeeping or to a WebDAV account by selecting the appropriate option. Remember that if you enabled iCloud when you first ran the app, all of your documents will be automatically stored online for you and are available whenever you need them. There are multiple sharing options and they are all easy to use, so the only thing that you need to do is decide which one to take advantage of.

## Open a Pages document in another app



### 1 Get sharing

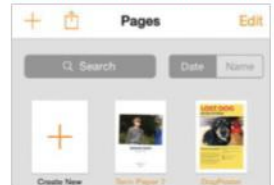
With your doc open, tap the share icon and then 'Open in another app'.



### 2 Another app

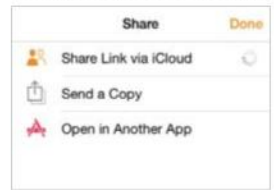
You will then be able to choose the format to determine the app.

## Export to .doc



### 1 Find the document

Go to the main document screen then tap to open the document.



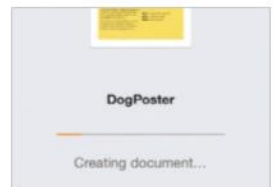
### 2 Share and Print

Tap the share icon and choose the Open in Another app option.



### 3 Time to convert

From the selection of possible formats, pick Word.



### 4 It's exported

The file will now be saved in .doc format ready for you to share.





## You'll use it to...

### Use clever templates

Build spreadsheets for multiple tasks using the useful built-in templates

### Add complex calculations

Take advantage of more than 250 useful functions so Numbers does the thinking

### Include your media

Insert photos and videos into all of your spreadsheets to enhance the experience

### Share your work

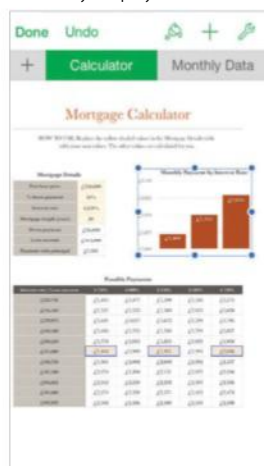
Share your creations with your friends and colleagues in mere seconds

### Undo mistakes

You can undo your errors even after a spreadsheet has been closed

### Build tables

Build tables and use charts to manage your data and stay on top of your workload



**Fig 1 (above)** Numbers can handle presenting complex data in a natural way that appeals to everyone

**Fig 2 (right)** You can create new spreadsheets in Numbers in seconds

## Numbers

# Numbers

Numbers is Apple's answer to Microsoft Excel and you'll find that it succeeds in all the important areas

## Present facts and figures in style

You can present all of your numbers and data in styles that are easily understood by others using Numbers. The prebuilt charts and tables make organising information as easy as can be within a spreadsheet. It's downloadable from the App Store for £6.99/\$9.99.

## Create a spreadsheet

The process for creating a new spreadsheet in Numbers could not be simpler. However, there are a few choices open to you when you are getting started.

The front screen will show a Getting Started spreadsheet and a + button at the top. Tap the + and you will be presented with the option to create a spreadsheet. Choose this and a selection of templates will appear on screen. If you choose the blank template you will be given a completely blank canvas to work with, but think about the task you want to complete before choosing this and have a look at the templates that are available, just in case a different one will be more suitable.

Whatever template you decide upon, simply tap a thumbnailed spreadsheet



and it will fill the screen ready for you to work on. You can now tap on any cell or pinch to make the rows and columns larger and interact with every single part of the new spreadsheet. You'll soon come to realise that creating a new spreadsheet in Numbers is incredibly efficient.



### Intelligent tables

The tables built into Numbers are incredibly useful when building new spreadsheets. Tap the + icon at the top when in a spreadsheet and then choose Tables from the top bar.

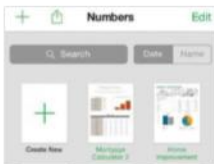
You will now be able to choose from six screens of tables, each containing five choices in different colours and with specific uses. Some have checkboxes built in and others are plain and simple which could be useful for presenting simplistic data. Thirty

intelligent tables makes Numbers even more useful. There are also a wide range of charts and graphs that can be created from the data. When you select a table it appears below your spreadsheet, so you can manage both aspects of your data at the same time.

### Sharing your spreadsheets

When you have finished creating your spreadsheet, sharing it couldn't be simpler. Simply head back to the main screen where all of your files are held and tap on the sharing icon in the top-left corner. Choose whether to Share Link via iCloud, Send a Copy or Open in Another App and then select the spreadsheet that you would like to share.

You then need to choose the format to share it in and the sharing will be completed. You can share spreadsheets in just four taps which is ideal for fast, seamless file transfers.



You can choose as many files as you like to share at once by simply tapping on each one

### Make a 3D chart



#### 1 Locate the charts

Tap the + icon at the top when in a spreadsheet and select Charts.



#### 2 Go to 3D

Tap 3D and then choose a chart style that you want to use.



#### 3 A simple tap

Tap the chart as soon as it's in your current spreadsheet.



#### 4 Choose your data

Highlight some cells and the data will be added to the chart.

## The apps



## Keynote

# Keynote

Keynote makes presentation creation easier than ever before and the results are always impressive

### You'll use it to...

#### Use the templates

Create superb presentations using the professionally designed templates

#### Share your work

Export your work in various different formats for maximum compatibility

#### Use media

Insert engaging media anywhere in your presentation to bring your work to life

#### Animate away

Animate aspects of each slide – an ideal way to keep the audience's attention

#### Control your presentation

Swipe, flick and tap your presentation to control it wirelessly with your iPhone

#### Keep your work safe

Use iCloud to keep all of your precious work safe, no matter which device you use

### Create presentations

Keynote can help you to create sophisticated presentations in mere minutes. You can use the templates or start from scratch, but the end result is almost always exactly what you wish for. Download it from the App Store for free.

### Make a slideshow

To make your first slideshow using Keynote, open the app on your iPhone and then start by tapping the + icon at the top of the interface. Then select Create Presentation. Browse through the options and choose a simple template such as White or Black and you will be presented with a slide showing an example photo and some text. Double-tap the large text and replace it with your own words and do the same with the smaller text. You can add whatever you like to the first slide and then tap the + icon in the bottom left-hand side of the screen. A new window will pop up and you can select another slide type to insert. Once you have chosen one to



Fig 1 Creating long and complex slideshows feels very natural when you first use Keynote

use, it will fill the main section and be shown as a thumbnail in the left-hand panel. As you add in new slides to your presentation you can hold each thumbnail and drag it to a new position – you can move your slides about in any way you like.

Choosing and managing the individual slides is a very easy process. You'll find that most of your time will be spent writing and adding your content to each one, to make your presentation as exciting as possible.



### Flick, tap and drag to navigate your presentation

Holding your finger on a slide thumbnail will select it – you can now drag it to a new

position in the slideshow's timeline to change the order in which the slides appear.

Tapping an individual slide will display it in full on the right-hand side for editing and this will help you to decide exactly where in the presentation each slide should be placed. If you have many slides, simply flick up and down the thumbnails to see slides that are off the screen.

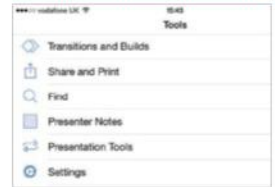
### Share your presentation

After you're finished creating, sharing a presentation takes only a few seconds. When in a presentation, tap the spanner at the top and then choose Share and Print. You can now choose to email it or open it in another app. You can also copy it to iTunes or to WebDAV for safe keeping, but there are more than enough options for most people to share their work in any way they like. When exporting, an option will pop up to choose which exact format the presentation should be shared in.



You can delete individual slides by holding your finger down and using the pop-up menu

### Add animations



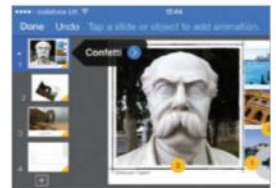
#### 1 Use the spanner

Tap the spanner at the top and select Transitions and Builds.



#### 2 Useful pop-ups

A self-explanatory pop-up will appear. Dismiss it.



#### 3 Obvious indicators

Tap a slide and then tap the pop-up icon next to it.



#### 4 Choose your animation

Now select the type of animation you want and the timing.



# GarageBand

The latest update to Apple's portable recording studio is a must for electronic music makers

## You'll use it to...

### Create electronic music

The new Live Loops feature makes it easy to create new pounding beats

### Play instruments

Play any instrument from a vast number of offerings for a symphony of sounds

### Use your own equipment

Attach your own instruments and then play and record them instantly

### Keep in sync

A great way to manage all of your songs automatically using the iCloud

### Mix and match

Mix many instruments and sounds into one multilayered song for amazing results

### Jam with friends

Play along with friends using wireless connections and make music together

## Now with added beats

GarageBand is capable of acting as a mini recording studio for all of your instruments. You can play many of the included instruments on the app or simply plug your own in, via a special adaptor, for added realism. The most recent update includes Live Loops, a grid-based interface for piecing together beats and samples to create a banging tapestry of sound – and it's so easy to use.

## Create a song

Creating a song in GarageBand is ridiculously easy. Anyone who has played around with it will know that it includes a selection of virtual instruments that you can use to record music entirely in-app plus the facilities to plug in your own physical instruments and record and edit your jams. Well now the app has been stretched with the inclusion of Live Loops, a useful tool for electronic music makers to construct tools using a grid of beats and samples. Start off by selecting a style of music from EDM, Hip Hop, Dubstep, RnB, House,

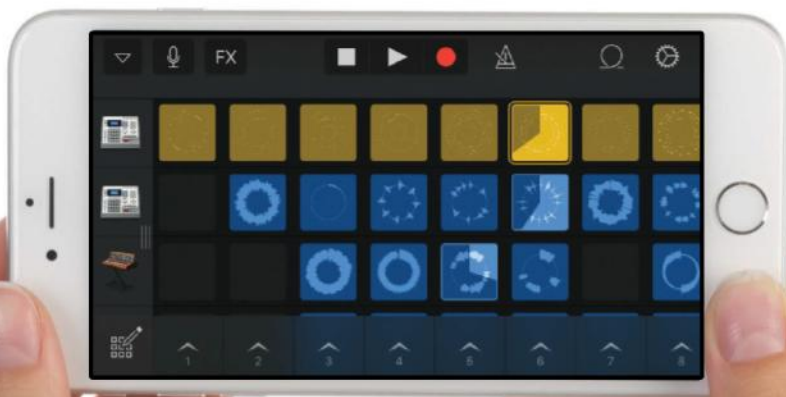


Fig 1 You can use Live Loops' grid-based system to create exciting new electronic music

Chill, Rock and Electro Funk and a grid pattern will be displayed with a range of applicable sounds displayed as tiles. You can select tiles individually or in groups and can piece together segments of music by initialising another group of tiles while the current one is playing. When you do this they won't be played instantly, but will be introduced at the next possible beat so everything blends together seamlessly. You can also edit the tile pattern at will.



### Make your own beats

If you wish to edit a set of Live Loops from the default arrangement then tap on a tile and then tap the mic icon in the top-left corner. A floating

toolbar will provide options to Cut, Copy or Delete. Alternatively you can edit an existing tile (or create a new one) by using the main options to select – or record – the type of sound (if it's a beat) or the type of sample to include. Once you have placed some beats and samples on your grid, you can have fun with the 'FX' tool to add in various wobble, reverb or repeat effects.

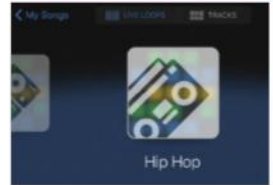
### Other sounds from other sources

When Apple introduced the iCloud Drive, it allowed you to access files from other apps and import them into the app you're using. Well GarageBand utilises this feature by allowing you to import sound files created on other music making apps. To do this, scroll down to the bottom of the grid and tap on the '+' icon to add a new track. Now choose the 'Loops' option (or 'Instruments' if you wish to add in smart or live instruments) and then tap on the Audio Files tab at the top of the screen. Choose to 'Import from iCloud Drive' and then press, hold and drag your pre-created sound sample into the grid. It really couldn't be easier.



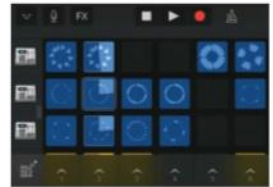
Remember you can import music from your iTunes collection to 'mash up' and add new layers to

### Create new music



#### 1 Go to Live Loops

Tap on Live Loops and then choose a style of music to play.



#### 2 Experiment with tiles

Tap the tiles to play them and create walls of sound.



#### 3 Edit tiles

Change the sound of existing tiles or create entirely new ones.



#### 4 Add effects

Tap 'FX' to add effects to your tiles to create a more unique sound.



## The apps



## iMovie

# iMovie

Let your imagination run wild with iMovie and make professional, fun and unique creations every time

### You'll use it to...

**Build a memory**

Create audio-visual records of special events

**Touch your movie**

Use touch to adjust every second of a movie

**Take advantage of themes**

Manage themes for a fantastic end product

**Animate your photos**

Animate every photo for seamless videos

**Create a film studio**

Make your films look professional

**Share with friends**

Share your creations in many different ways

### Create & edit films

iMovie is designed to let you simply drop media including videos and photos into it and to then edit them all together. The end result is a movie format that looks as though you spent hours creating a masterpiece. In reality, you can create that masterpiece in minutes. It's downloadable from the App Store for £3.99/\$4.99.

### Make a movie with trailers

You may wonder how trailers can work within videos, but in iMovie the idea has been taken to a whole new level. To use a trailer, tap the + button in the centre of the screen and choose New Trailer from the pop-up. You will now be presented with a selection of trailers in a horizontal form that you can preview. Tap the play button on each trailer and it will start playing so that you can be sure the theme fits with the content or event you are building the movie for. When you have found one, tap the Create icon at the top-right and a new screen will pop up for you to personalise.



**Fig 1** You can create movies in minutes in iMovie that look professional and detailed

You can type in the name of the movie, the cast members and even credits to show at the end. You can then create a storyboard by tapping the relevant icon and when you add media it will be annotated with the topics you have input. Trailers are easy, effective and stunning to watch.



### Add titles and transitions

You can add titles to any image in iMovie by selecting an image from the Camera Roll and then double-tapping it at

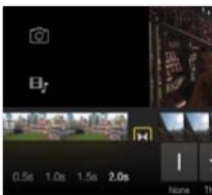
the bottom. Now choose your title style and then type in the words in the text box that appears.

Transitions between images and videos are handled by double-tapping the small arrows between the objects and then using the scroll wheel to choose the one you want to use. It all works by using simple touches.

### Film from within the app

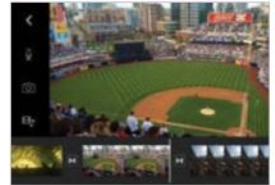
iMovie works perfectly with media you have already captured, but you can take new photos and videos while you are in the app and add them to a new project straight away.

In the editing screen, look for the camcorder icon which is placed to the right in the centre line. Tap it and you will be taken to the normal camera screen. Notice at the bottom that you can select between film and photo. Simply make your choice and snap the media to add into your movie. Then tap 'Use' to include it in your project immediately. This is perfect for when you want to grab a few incidental shots to help piece your project together and make the whole thing run a bit smoother.



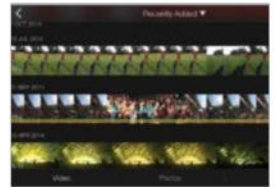
You can select transitions that range from 0.5 seconds to two seconds. Try to use the shorter ones for consistency

### Import footage



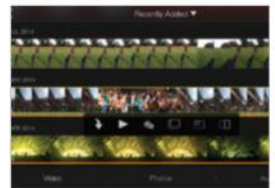
#### 1 Tap the button

Tap the media button on the left-hand side of the screen.



#### 2 The media screen

Select the type of media you want using the bottom buttons.



#### 3 Choose an item

Tap a photo or video and tap the arrow, it'll import to your project.



#### 4 Import the media

You can manipulate the imported footage to your preference.

## The apps

### iMovie

#### Use iMovie themes

Themes in iMovie are much more subtle than trailers. Themes are intended to give you an environment for your movie to play within, rather than offer special effects that build around a storyline.

From the editing screen, tap the cog icon which is in the top right-hand corner and you will be presented with a selection of thumbnails which designate each theme available to you. Once you have chosen one that you want to use, highlight it then press Done. It will then be added to your project. You will now need to play the movie to see what it looks like and if you are not happy, simply press the cog again and select another one. This is by far the best way to test each theme until you find the one you prefer.

You can also choose to use the music that is embedded in the theme, or select some music to add in from your own music library



**Fig 2** Trailers bring lots of fun and plenty of special effects to all of your movies



**Fig 3** Themes can add a great touch of personality to all of your movie creations

#### Precise manipulation

Every single clip can be manipulated precisely using the yellow handles and displayed information

#### So many themes

You can choose from a selection of themes via this button and also use it to manipulate many other settings

#### Transitions

You can add transitions between elements and even title each photo within the movie

#### Visually aware

At any time you can zoom in to see exactly how your finished movie will look





To make some precision edits, you can pinch to zoom in to each clip and examine it up close

stored on your smartphone. You will also be able to set a default fade from black or white for the entire theme in the settings screen if you wish.

## The Precision Editor

The Precision Editor is extremely effective for creating professional-looking clips and it gives you a lot of control over each part of your movie, but it is not obvious how it should be used at first. The process is, however, very natural and quite easy to use once you understand the basics. It's worth taking some time to get used to it and the results will make the effort worthwhile.

All you need to do is tap on a photo or video in your timeline and then look for the yellow bars with circles at the top of them. Think of these as handles that you can drag into position, because this is exactly what they are. As you move them along, you will see detailed information in the top half of the screen that lets you precisely choose how long each clip should be and where it should start and end. Play around with these precision controls to see exactly what you can achieve with this feature, and when you're happy, watch your movie back!

## Accurate positioning



### 1 Grab the handle

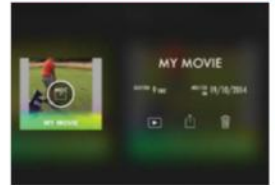
Tap and hold a yellow circle and move it. Notice the timer at the top.



### 2 Back to the start

You can also tap the icon to jump straight to the start of the clip.

## Export to Camera Roll



### 1 Find your movie

Press the top-left icon to be taken back to the main movie screen.



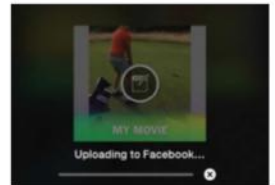
### 2 Time to send

Press the sharing icon bottom and then choose Camera Roll.



### 3 Choose your size

Now choose the quality of the movie you want to export.



### 4 Export completed

It may take time to export, but it'll complete eventually.





## ICREATE

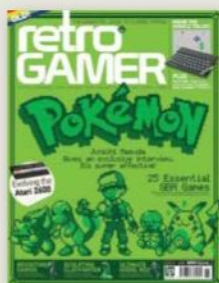
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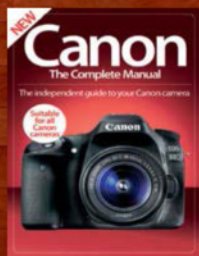
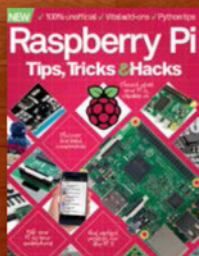
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# iPhone

## The Complete Manual

### ✓ Introducing the iPhone

Discover how the iPhone 7 and 7 Plus are a major step up for the brand and why you should upgrade today

### ✓ Set up your iPhone

Find out how to get your new iPhone up and running straight out of the box

### ✓ How to use your phone

Get the most from your device with our simple step-by-step guides to using the hardware

### ✓ Master the built-in apps

Your iPhone comes with a plethora of excellent apps – learn how to use them here

### ✓ Explore Apple Music

Sign up to the new Apple Music service and enjoy premium music streaming on your iPhone

### ✓ Get to grips with iOS

Take advantage of the new features found in iOS 10, and work more efficiently

### ✓ The App Store explained

Extend the functionality of your iPhone by downloading the best apps from the App Store

### ✓ Understand Apple Pay

Use Apple's Wallet app to keep your details secure and make payments more easily than ever before

### ✓ Take amazing photos

Learn how to utilise the versatile and powerful camera built in to your iPhone

### ✓ Boost productivity

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